



## Job Description

<b>Job Title</b>	Advertising Support Publishing Services Department
<b>Location</b>	Based at the Norwich office. The company reserves the right at any time to require you to work at a different location either on a temporary or permanent basis on reasonable notice.
<b>Reference No.</b>	SS1
<b>Reporting relationships</b>	Reporting to the support team leader
<b>Job Purpose</b>	To undertake advertising planning and support functions which includes copy control, direct proofing, processing digitally supplied advertising material, page planning publications / websites, helping the sales teams and customers with advertising copy queries.
<b>Job Dimensions</b>	Your role and job activities have a major impact on the department's effectiveness and you are responsible for your own workload and quality. You are expected to achieve many deadlines throughout the course of the day
<b>Organisational Chart</b>	You will report directly to the support team leader, who in turn report to the Support Manager
<b>Main Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ To cover a variety of tasks such as processing digitally supplied ads, planning papers and magazines, page finishing to the printers, processing and uploading web advertising, copy control and helping sales and customers with proof related queries.</li> <li>▪ Establishing and maintaining effective relationships with sales reps, colleagues and other departments within Archant, to help the smooth running of the department.</li> <li>▪ To be flexible in your approach to work, so that deadlines and our customer's requirements are met and satisfied</li> <li>▪ To ensure that your own skills and knowledge are up to date, so that you develop yourself and the overall teams performance.</li> <li>▪ Discuss training requirements if required with your team leader.</li> <li>▪ To follow agreed procedures and disciplines to ensure that workflows are maintained to enable all publications to be produced as effectively as possible.</li> <li>• To always uphold the Archant values set when dealing with internal and external customers – openness,</li> </ul>

	innovation, quality and commitment.
<b>Communication and working relationships</b>	Support staff have contact with sales, editorial, print staff and external customers.
<b>Hours of Work</b>	The section works a day and evening operation covering 5 days and 5 evenings a week. This position will require the successful applicant to work 37.5 a week covering Monday to Friday 8.00am to 8.00pm on a 3 or 4 shift rota basis. The company reserves the right at any time to require you to work different hours either on a temporary or permanent basis on reasonable notice.
<b>Most Challenging part of job</b>	Working in publishing production can at times be pressurised, as the role requires you to work towards set deadlines with high volumes of work. To help balance these demands the production department offers a flexible, supportive and enjoyable environment.
<b>Health and Safety</b>	All employees must observe and comply with Archant's policies and procedures for health and safety.
<b>Equal Opportunities</b>	All employees must observe and continually promote equal opportunities and customer care in compliance with Archant's aims and objectives.
<b>Job Description Agreement</b>	To be signed within 6 weeks of employment after discussions with the line manager. Manager..... Date..... Post holder..... Date .....
	This is a description of the job as it is presently constructed. This will be reviewed periodically and updated to ensure that the description fully reflects the duties of the job.