



## **PERSON SPECIFICATION**

Job Title: Ad Production Manager - Classifieds

Location: Norwich

### **ESSENTIAL CRITERIA**

#### Experience

- Managing an ad production environment, minimum 12 months
- Worked in a deadline driven business
- Dealing with internal and external customers
- Organising workloads to achieve deadlines
- In problem solving and decision making
- Working under pressure

#### Knowledge and Skills

- Must be fully conversant with Quark or Indesign
- Conversant in ProMotor
- Conversant in Multi Ad Creator
- Must have a working knowledge of Photoshop
- Good verbal and written communication skills
- High level of understanding of the technical aspects ad production
- High level of understanding our classified websites

#### Work related attributes, qualities and competencies

- Strong leadership skills
- Strong planning and organisational skills
- People management skills
- Excellent communication skills
- The ability to motivate a team
- Energy and resilience
- Initiative
- Team working
- Problem solving skills
- Flexible approach to ensure that tasks are completed by deadline
- Receptive to change