



Job Description



1. JOB INFORMATION

JOB TITLE:	Packaging Co-Ordinator
BAND:	5
DEPARTMENT:	Packaging
REPORTS TO:	Senior Packaging Co-ordinator
LOCATION:	Craigavon

2. JOB PURPOSE

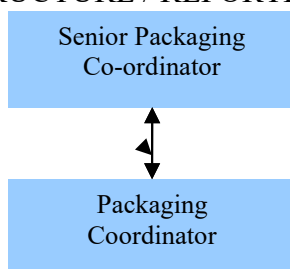
- To project manage and coordinate own brand and customer artwork externally through allocated design houses, printers and through our internal teams.
- Develop and adhere to critical path milestones with suppliers and customers.

3. RESPONSIBILITIES

3.1 FINANCIAL - No budgetary responsibility. To report on origination costs.

3.2 STAFF - No direct reports

3.3 ORGANISATIONAL STRUCTURE / REPORTING LINE



4. DUTIES/ RESPONSIBILITIES

- Liaise and communicate with customers, suppliers and internal departments to maximise efficiencies and minimise time to launch.
- Ensure dates set out in critical paths meetings are achievable and all relevant stakeholders adhere to these to ensure launch is met on time.
- Generate project trackers which can be used in meetings to track progress and highlight any areas of concern.
- Ensure the latest information is uploaded and maintained onto our packaging database.
- Daily use of Moy Parks internal systems including NPD launch tool, MRP and Artwork system
- Chair various meetings on projects to discuss artwork progress.
- Complete all relevant administrative duties relating to the role of the packaging co-ordinator.
- Attend and participate in team briefs as necessary
- Participation in problem solving and project work as allocated by manager.
- Continuous learning through participation at supplier workshops, conferences and expectations.



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- Maintenance of packaging bill of materials (briefs) during product life cycle.
- Requisition generation, raising Purchase Orders, Booking in and where applicable the use of VIM

5. MEASURABLE OUTPUTS

- Accurate artwork approvals in a timely manner
- Minimise artwork iteration/versions to meet KPI
- Accuracy of detailed packaging information provided onto packaging bill of materials (brief)
- Accuracy of detailed information onto project trackers

6. KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

Essential	Desirable
<ul style="list-style-type: none">• Project Management Experience• Critical Path Management• Planning and organisation skills• Adhering to strict deadlines and working under pressure• Accuracy and attention to detail• Excellent and effective communicator, both written and verbally• Adapting to and using IS platforms• High degree of IT literacy, including Microsoft Office• Ability to work on own initiative• A Levels or Further Education equivalent• Full driving licence• Ability to travel as required to meet the demands of the job	<ul style="list-style-type: none">• Previous artwork process management experience• Experience within the packaging industry• Experience within the 'Fast moving consumer goods' – Food and Drink industry• Higher Education qualifications.

JOB HOLDER:	DATE:
MANAGER:	
HUMAN RESOURCES REPRESENTATIVE:	

Note: This description is intended to be a guide of what duties are most likely, but should not be taken as a definitive list. Moy Park reserves the right to vary duties and add duties as they see necessary.

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