

tjarks and tjarks

DESIGN LIMITED

German Speaking Artwork/Design Project Manager

The position

An exciting opportunity has arisen for a German speaking Artwork Quality Control Administrator to join our multinational Design agency specialising in own label packaging design, for an international client team, based in Greater London.

You will be responsible for the complete administration of our quality control checking procedure which involves checking design aspects within artworks against our Brand Guidelines. You will also be able to be involved in design and artwork depending on your skills.

Previous Artwork, Design or Project Management would be advantageous, ideally within a creative environment.

A design, artwork or language graduate would be ideal for this position.

You must be articulate, have an excellent telephone manner, proven communication skills dealing with clients over the phone and in writing in both German and English. You need to be self-motivated, highly organised, be able to manage time-lines and meet constant deadlines, coupled with a passion for building strong working relationships. Attention to detail is essential.

You must be fluent in German and a good knowledge of Illustrator, Photoshop, Acrobat and InDesign would be highly advantageous.

Essential attributes are: fluent German, excellent organisational skills, reliability, eye for detail, working very precisely and having a flexible work ethic.

Good computer skills are a must and experience using Macintosh computers essential.

Please email a full CV with covering letter detailing your experience, what interests you about this position and your salary expectations to careers@tjarksandtjarks.co.uk.

Data Protection – any information we receive as part of an enquiry about opportunities with Tjarks and Tjarks Design Ltd including personal contact details, cv and email address will be kept and used for recruitment purposes for a period of at least one year.

You can view the Privacy Notice at <https://tjarksandtjarks.com/en/job-applicant-privacy-notice/>

Please contact us if you wish us to delete any information you have given us and, subject to our rights and obligations under the GDPR, your information will be deleted upon request.

NWS House, Purley Point
1 High Street, Purley
Surrey CR8 2AF
England

Telephone: +44 (0)20 8645 5900

Fax: +44 (0)20 8645 5939

E-mail: mail@tjarksandtjarks.com

Internet: www.tjarksandtjarks.com