

Job Description – Walker Books Ltd

Title: Temporary Production Controller (Level 3)

Job purpose: To use advanced technical and supplier knowledge in the production of frontlist and reprint titles

New project/reprint production

- Originate and arrange for the printing and delivery of new frontlist titles and reprints

Advanced technical

- Produce specification for printer for different product types e.g.: paperbacks, hardbacks, novelty and board books, CD-ROMs, DVDs etc. (dependent on area)
- Use advanced technical knowledge of colour repro, print, binding, co-edition printing, paper and delivery, packaging and safety requirements, Biblio and any design issues to prevent and solve problems

Supplier management

- Develop good working relationships with suppliers to achieve excellent results
- Source, brief and train suppliers within current supplier list
- Negotiate on price and make suggestions to achieve cost savings

Scheduling/project management

- Work with designers and editors to define specification at initial stages and manage project through to final delivery
- Throughout project: plan, maintain and monitor schedules; set up and attend meetings to report on progress; and solve problems as they occur

Costing

- Cost projects economically, by considering various specification options and supplier cost comparisons
- Monitor and report on variances to specification that could change budget cost

Technical

- Input into Biblio and other company systems on a regular basis to ensure they are up-to-date
- Use understanding of principles of repro, printing and delivery to produce specifications for reprint titles
- Novelty only: Use understanding of nesting, cutter guides, novelty mechanisms and bindings and safety test requirements to produce specifications for novelty reprint titles

Administration

- Carry out general housekeeping and administrative tasks across the department as required