



Position Description

Overview

Job Title	Prod. Services Manager
Location	Titusville, NJ

Details

A global brand campaign management company located in 50 countries worldwide and delivering over 500 million pieces of direct marketing material a year is actively looking for a **Prod. Services Manager in New Jersey** who will be responsible for customer service and product delivery through constant liaison with the company and suppliers on all matters relating to print, point of sale and campaign management services. The primary focus of this role will be to deliver exceptional customer service – ensuring adherence by all involved to specified deadlines and budgets.

Primary Responsibilities

The buyer will, in conjunction with the procurement team, select the most appropriate supplier, negotiate costing within defined limits and timescales for each job and ensure that internal procedures are followed at all times.

- Manage product and vendor printing processes
- Assess project requirements and provide printing/production options; help establish baseline cycle times and budgets for reoccurring project types
- Coordinate with agency and production suppliers
- Negotiate pricing with production suppliers and ensuring realistic production schedules while reducing rush charges
- Manage and meet production milestones per project schedule
- Assist with pre-flight quality checks on all native files as needed
- Effective introduction and use of e-procurement system
- Implements and uses management information systems

Finance

- Ensures most competitive costs are achieved on each project
- Ensures best practice procedures are followed and documentation complete
- Ensures margins are achieved on each project

Client management

- Builds relationships with internal clients and manages their perceptions and expectations, particularly with regard to production timing and budgets
- Resolves customer complaints

- Assesses production issues in advance
- Demonstrates an understanding of the technological direction of the industry
- Identifies and develops business opportunities in line with the business plan

Basic Candidate Requirements

- At least 5-10 years of world class print production experience, especially in pharmaceutical, direct mail campaigns, POP, POS and retail experience.
- Global experience and perspective
- Expertise with project management tools, techniques and procedures
- Ability to identify, interpret and prioritize business requests
- Experience with pre-press and production processes for 1-8 color offset print, digital output, display, multimedia and promotional items

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Cutting Edge *Connect* is proud to offer this position through our website, www.ceconsultinginc.com.

Cutting Edge *Connect* is a wholly owned subsidiary of Cutting Edge Consulting, Inc., an executive consulting firm with the goal of bringing talented individuals into quality organizations.

To speak with us directly, please contact:

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To be considered for this position, please register with Cutting Edge *Connect* by completing the inquiry process. You will be notified by email when registration is complete.

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