



Toys R Us Job Description

Job Title: Graphics Coordinator	Reporting To: Graphics Team Supervisor
Department: International Division of Toys R Us Inc	Location: Maidenhead
Job Purpose: The Graphics Coordinator role is to manage each artwork from layout to production sample stage. Ensuring artwork is to Brand style guide and is on schedule with minimum delays. You will organise photography and attend shoots and will be working/liasing closely with design studios in the UK, Hong Kong Coordinators, Hong Kong studios, QA, US, vendors and Brand Managers. You will also be managing and maintaining information in the PLM system.	

The Company: Toys 'R' Us is the UK's most successful Family Leisure, Babycare, Multimedia and Toy retailer. Our increasing range of product introductions in Babies R Us, Teentronics, Multimedia and Universe of Imagination add further dimensions to our unique customer proposition.

Main Responsibilities:

Photography:

- Organise photography in the UK as requested.
- Request photography samples from vendor and obtain ETA dates.
- Obtain photography brief from Brand Manager
- Select models for shoot and obtain Supervisors approval.
- Select photo's and send to supervisor for final confirmation.
- Ensure HI RES images are uploaded to the FTP site for Hong Kong studios.
- Inform Hong Kong when images are uploaded and ready to use for layout artwork.

Artwork:

- Manage/review each artwork to brand style guide. Any changes to style, confirm with Supervisor.
- Ensure text is relevant to item and make changes accordingly.
- Correct any spelling or grammatical errors.
- Check global artwork is same as US artwork and ensure the spelling/translation is correct to EU requirements.

General Admin:

- Chase relevant parties regarding artwork issues to keep delays to a minimum.
- Releases JSF's and ensure that information on the JSF is correct.
- Inform Brand Manager of any issues relating to artwork delays.
- Request US to provide ETA dates on early release global artwork.
- Obtain translations from various sources: Translation house, Brand Manager's and vendors.
- Provide quotes to vendors for translations.
- Update all spread sheets, on hold report and photography schedule.

Vendors:

- Liaising with vendors regarding any artwork/item issues.
- Chase vendors for artwork elements.
- Ensure the artwork quotation is signed off and sent back to studio.
- Request ETA dates for items if at tooling or development stage.
- Ensure translations are sent to Hong Kong studio.
- Request wet proofs, production and photography samples.

QA:

- Liaising with QA regarding testing issues/updates, legal panels, packaging content and additional warnings.

GGAS System:

- Escalate any issues or errors relating to the PLM system and changes to automated emails.
- Ensure that all comments are added to GGAS and full history is available on each artwork.
- Ad hoc duties as and when requested.

Please can you state your salary expectations or current salary when applying for this role in order for your application to be processed. Many thanks
