



Established in 1825, BKT has built a strong reputation in the print industry. Based in Tunbridge Wells, we have a talented and dynamic team offering the complete marketing solution. Our services include: digital and litho print, direct mail, print management solutions, data management, marketing communications and fulfilment and logistics. We are committed to building solid relationships with our customers, suppliers and employees and strive to deliver excellent customer service.

Date: 24th March 2017

Title: **Direct Mail Production Controller**

Salary: Negotiable dependant on experience

Based: Tunbridge Wells

Effective: Immediately

Holidays: 5 weeks per year

Reporting to: Production Manager

The position will be based in a busy sales/production office.

Job Description Duties

Working with Sales and end clients to manage projects through estimate to delivery including:

- Liaison with sales/clients to ensure client satisfaction
- Estimating or checking estimate to ensure accuracy versus received artwork/job.
- Produce schedules when required
- Electronic communication between client and departments to ensure full understanding of requirements.
- Raising necessary purchase orders to suppliers for any external requirements (always getting best price)
- Raising Job bags for each project
- Ensure all departments have necessary information to complete their part of the project
- Actively follow through projects to ensure timescales are followed.
- Raising invoices on completion of project or passing to sales for invoicing
- Ensure any stock call off items are recorded and updated on call off.

Person specification

Qualifications:

Essential that candidate has at least 2 years previous experience in the industry.

Skills and Abilities

Excellent Administration skills

Must have a full understanding of Direct Mail

Good time management

Must be computer literature familiar with word and excel

Good organisational skills

Self starter who can take projects through to completion

Good communicator both written and oral.

Good interpersonal and customer service skills

Good team work

Ability to maintain confidentiality

Contact: Send CV to Careers@bkt.co.uk