

Job Description

POSITION TITLE	Graphics Assistant	
DEPARTMENT	Promo Department	
DATE EFFECTIVE	1 st October 2010	
REPORTS TO	Promotions & Sales Support Manager, Graphic Designer	
REPORTS DIRECTLY TO	Promotions & Sales Support Manager, Graphic Designer	
KEY RELATIONSHIPS	National Marketing Manager and Assistant, Export Marketing Manager, Sales Coordinators, Area Managers, Export, Distribution, IT Manager, Printers	
PRIMARY OBJECTIVES		
<p>The role of the Promo Department is to provide material support to the sales teams in terms of information and printed point of sale. The role for this position is to be part of the design team contributing assistance and support with design material with the key objectives:</p> <ul style="list-style-type: none"> • Design (mainly form templates), Production and distribution of sales support materials to all sales branches and agencies • Other Special Projects • General Administration Duties 		
MAJOR RESPONSIBILITIES		
KEY RESULT AREAS	SPECIFIC ACTIVITIES	MEASURES
Sales Support Materials	<ul style="list-style-type: none"> • Design (mainly from templates), production (including laminating and cutting) and distribution of all template POS for specific venues as requested from De Bortoli sales or marketing staff via the online requisitions • Complete branch costing sheet after each job and file jobs appropriately. • Continually working on new ideas and procedures to improve the quality and work flow of the design section of the department. 	Quality Sales Support Material delivered in a timely manner.
General Administration Duties	<ul style="list-style-type: none"> • Update requisitions (orders) online • Ensure all correspondence is correctly dealt with. • Ensure all accounts are coded and passed back to the accounts department. • Correct filing of all relevant information. • Routine maintenance of printers and ordering of printer cartridges and other printer parts. • Monthly meter readings to Xerox re usage of Xerox printer • Routine maintenance of laminator and ordering of laminate • Ordering of specialty paper and any other material for sales support materials. • Ordering office supplies. • Keep the promo areas clean and tidy. 	Efficient Administration Procedures.
Extranet & Website	<ul style="list-style-type: none"> • Maintain general up keep of information on extranet, website, microsites and shopping cart 	Information Current and Correct.

Other Special Projects (dependant on experience and ability)	<ul style="list-style-type: none"> • Advertisement designs for regional and export trade magazines, tourism publications for Bilbul Cellar Door, Positions vacant for HR Department, etc • Design of company artwork for wholesale pricelists, brochures etc • Any other special projects that may arise as requested by the Graphic Designer or Promotion Department Manager. 	All projects completed.
Policies and Procedures	<ul style="list-style-type: none"> • Comply with and ensure all company policies, procedures and OH&S regulations are followed. 	Compliance with company polices and procedures.

SELECTION CRITERIA	
Essential Criteria <ul style="list-style-type: none"> ● Energetic, enthusiastic, a team player, a mature attitude and strong work ethic. Someone who takes pride in their work paying attention to detail and accuracy. ● Experience with desktop publishing applications such as InDesign, Photoshop, Illustrator or other would be highly desirable. Good knowledge of computer applications such as Word or Open Office, Excel. ● Creative Flair 	Desirable Criteria <ul style="list-style-type: none"> ● Good communication and organisational skills. ● Ability to pick up new computer skills quickly. ● Ability to work as part of a team. ● Keen to learn, receptive to new ideas and concepts. ● Show initiative and consideration of others. ● Self development of wine knowledge.

Employee :

Manager :