

PRODUCTION MANAGER/GRAPHIC CO-ORDINATOR

Production manager is required by Jennings Prague.

Jennings Prague specialise in delivering total graphic solutions for retail point of sale and marketing campaigns. We are looking to recruit a production manager for our Prague studio.

This key role involves managing a major international account and requires a highly motivated person with experience of working in a graphic and print environment.

We are looking for applicants who

- are educated to degree standard
- experience in a print or graphic environment is an advantage
- have excellent administrative skills, including good working knowledge of MS Office (knowledge of graphic programs may be an advantage)
- are fluent in English and Czech
- have project and production management skills
- have excellent communication and client service skills
- have an understanding of graphic processes, including artwork and print
- have the ability to work as part of a team
- have a flexible and enthusiastic attitude and interest in learning new processes

We are offering:

- competitive salary (dependant on the level of required skills and ability of learning)
- international office environment and everyday use of English language
- career growth opportunity
- working in the centre of Prague, in a modern and friendly office environment

All applications should be sent to Anna Bumbálková by the end of August 2015,
a.bumbalkova@jennings-global.com