



JOB PROFILE and PERSON SPECIFICATION

Role: Assistant Digital Producer

Reporting to: Digital Production Team Leader

Snapshot of role:

Provide an accurate and efficient service to Burrows and our clients by analysing, assembling and maintaining data (primarily vehicle specifications) and ensuring content is product and market correct. Support the whole Digital Production team in the generation of online configurator content used for marketing campaigns; being responsible for posting the content using a content management system.

Key role responsibilities:

- Responsible for producing and maintaining image and data content used to populate online car configurators
- Maintaining online car configurator content for 22 markets across Europe
- Using content management systems to map vehicle data to produce image content
- Import and manipulate data within content management systems to produce specification and pricing content
- Utilising information from Product Information team to accurately check image content for product correctness
- Work alongside Image Library to source appropriate image content
- Manipulating existing imagery for reuse within online car configurators
- Optimise image and video assets for web, mobile or other applications
- Localising mobile application content for European markets
- Convert and edit video content into different formats ready to upload into a content management system
- Liaising with external third-parties to ensure content is loaded correctly and to help manage market feedback
- Work within given service level metrics when providing new content or market updates
- Robustly test applications before they progress on to the Quality Assurance department
- Actively participate in the overall effectiveness and constant innovation of the Digital Studio by attending scrums and team meetings, proactively growing and developing personal skills required for the role

General accountabilities for all staff:

- Carry out any reasonable duties as identified by your Line Manager or Team Leader
- Positively represent Burrows to our customers and suppliers
- Ensure compliance with all contractual employment obligations
- Ensure compliance with our ISO standards
- Fully participate in the company's performance management and development programmes
- Maximise own ability to produce quality work, on time, and to brief, utilising best skills and available technology
- Work in accordance with the company's Human Resources policies and procedures
- Ensure compliance with health and safety requirements



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About you:

- Excellent communications skills (verbal & written)
- Strong attention to detail
- Pro-active, thorough approach to work and able to prioritise workload
- Good lateral thinker
- Constant desire to improve abilities
- Can-do approach to problem solving
- Customer focused
- Able to multi-task within a fast-paced environment
- Good interpersonal skills
- Able to work overtime as and when required (sometimes at short notice)
- Genuine interest in technology and the digital industry

Experience in the following would be advantageous, but not essential:

- Relevant degree in the following subject areas: digital media, animation, graphic design, advertising, publishing, photography, computer game design, 3D modelling and video editing.
- Experience using the following software packages: Adobe Photoshop, Illustrator, After Effects, Premiere Pro
- Experience working with the following: HTML, CSS, Java Script, Content Management Systems, Video Encoding

Your experience and knowledge

- Minimum GCSE standard English/Maths/IT
- PC literate, including Microsoft Office
- Proven administration skills
- Proven organisational skills
- Able to work within set deadlines

This job profile accurately reflects the requirements of the job at the time of writing but may be subject to change to meet the changing needs of the business.