



Role Profile

Job Title	Media Coordinator - Images	Reports To	Media Services Manager	Location	Bradford
Job Code		Grade		H2	
Date Created / Updated	July 2021	Department		Media Services	
<p>Purpose: Manage the digital asset workflow process within Media Services for the on-line image process ensuring all images are loaded to the AEM (Adobe Experience Manager) system to achieve the required quality and deadlines. Maintain the images on the Content Systems known as Matrix & Pimberly ensuring the security of images generated by internal or external departments and agencies meet the required standards.</p>					
Your Role Accountabilities			Skills & Experience		
<ul style="list-style-type: none"> Assist in the collation, re-naming and manipulation of images that are to be populated to the web. Liaise with required areas of the business to ensure that the images being worked on are the correct ones and that when these files are returned to us, meet our predetermined specification. Upload the completed e-comm images to AEM in timely manner and following the correct process. Liaise with Designers & B&M to ensure their digital images are monitored onto Matrix/Pimberly promptly. Ensure that all images are linked to associated products on the Content System known as Matrix/Pimberly. Archive and remove all old or unused imagery from the database when no longer required. Monitor and manage logos in Matrix/Pimberly & AEM Ensure that they are a supplier's most current logo and are of the correct format. Archive and delete those logos that are no longer required. Work with the business to ensure the timely and appropriate housekeeping processes are completed on the Departments systems. To be committed to the fair treatment of customers at all times Ensure compliance with all applicable UK and local regulations, Company Policies and FCA Conduct Rules Demonstrate behaviours in line with our Company values To take reasonable care for the health and safety of yourself and other persons who may be affected by acts and omissions at work 			<ul style="list-style-type: none"> Apple Macintosh experience Adobe Photoshop experience Experienced in working to tight deadlines Works well within a team environment, as well as on their own. 		