Techni

Job Description

Job Title: Desktop Publisher

Based: Techni Ltd, Shrewsbury

Reports to: Design Manager

Role Purpose: To create and draw the installation/instruction manuals to go with our products that go out to customers. To draw over photos and collate with specific text to create a professional standard manual.

An exciting opportunity has arisen here at Techni due to our continued success. We are looking for someone with a keen eye for detail with good communications skills to work closely with our Design Engineers to create and draw install manuals and more. The Engineers will typically send a rough edit of what the manual is to look like, sending over specific text and photographs of different parts of the installation procedure, the Desktop Publisher's role would be to then draw over the photos to create a good-looking manual.

Experience with Adobe Suite is preferred, specifically: InDesign; Illustrator; and Photoshop would be beneficial. Also, other duties will include the Desktop publisher, at times, to work with the Marketing department to assist with creating graphics as required.

Key responsibilities and accountabilities:

- Working closely with the Design & Development team & the Workshop Technicians to create professional install/instruction manuals
- Review text, graphics, or other materials created by Design Engineers & Workshop Technicians using the adobe suite
- Edit graphics, such as photographs or illustrations
- Import text and graphics into publishing software
- Integrate images and text to create cohesive pages
- Revise layouts and make corrections as necessary
- Submit or upload final files for printing or online publishing
- Working alongside marketing, creating graphics for shows, banners, advertising, social media
- Progress and work towards objectives from your Personal Development Plan
- Complete other duties as assigned from time to time as required by the business.

Essential Skills
- An Intermediate knowledge of Adobe suites
- Attention to detail
- Good communication

Desirable Skills
- Graphic background would be preferred.
- Previous experience of creating instruction manuals would be desired but not essential.
- experience in InDesign, Illustrator & Photoshop
- If the candidate had prior knowledge of website design this would be advantageous.

A fantastic opportunity to work in our family-run business in our Shrewsbury HQ. Training and support will be given where needed but we encourage independence and initiative. We have a

relaxed and friendly team with open-plan offices. We have a smart casual dress code and free on-site parking. If you think this sounds like the right role for you please send your CV to: Giorgia.Paoloni@Techni.uk

We look forward to hearing from you!

Type: Full time, permanent
Salary: DOE