

# Aspen Pumps Group – Creative Studio Co-ordinator

## THE ROLE

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Aspen Pumps Group (Aspen) is a fast-growing private equity backed manufacturer and distributor of innovative, distinctive products for the HVACR (heating, ventilation air conditioning and refrigeration) industry. A global business, Aspen has operational centres in the UK, USA, Europe, South East Asia and Australia and a sales reach to over 100 markets.

Aspen was founded in 1992 by three engineers seeking to develop a range of reliable condensate removal pumps for the air conditioning industry. Since then we have grown into a market leader across multiple categories – from our core range of condensate removal pumps (Aspen Pumps), to installation accessories (Aspen Xtra), roof support systems (Big Foot Systems), cleaning chemicals (Advanced Engineering), and tools (JAVAC). Aspen also has a busy acquisition programme presenting challenges for product integration into existing branded categories.

To this day Aspen's focus remains firmly on making the contracting engineer's life easier and offering reliable products installers trust time and again to get the job done.

Leading international private equity house 3i invested in Aspen in February 2015. Under 3i's ownership the business continued to grow rapidly, both organically and through acquisitions with four bolt-on deals completed in the period. This path continues with our current investors, Inflexion, and our acquisition programme remains steady.

With so much organic and acquisition lead growth around the business, we now require an experienced Creative Studio Co-ordinator to support our in-house Creative team's growing list of projects. The role will report directly to Aspen's Group Marketing Director and will provide scheduling support for projects incorporating brand and campaign development, social media and sales support creative along with print and production work. This role is critical to ensuring a steady and sustainable work flow around the team, taking into account all available resources both internal and external.

The role will be based at Aspen's headquarters in Hailsham, East Sussex (moving to Polegate offices in Spring 2022).

## KEY RESPONSIBILITIES

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- Lead resource planning for the Creative team, including assessing external requests and validating these against commercial/strategic priorities set by the Group Marketing Director
- Identifying, implementing and managing an appropriate scheduling tool that suits business needs
- Track project progress and predict and resolve any delivery issues (external and internal)
- Ensure a clear brief is developed and assigned to each project that reaches the Creative team
- Co-ordinating approval processes for budgeted spend and ensuring final sign off of all Creative projects
- Manage the expectations of internal stakeholders and be the resource champion for the Creative team

## CANDIDATE PROFILE

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The successful candidate for this role will be highly organised, competent in allocating resources (internal and external) and have strong interpersonal skills to manage stakeholder expectations. Previous Co-ordinator experience is essential.

### ***Career Experience:***

- Creative agency or commercial production or project co-ordinator experience
- Team and supplier resourcing experience
- Demonstrable experience of working in a creative environment

**Competencies:**

- Exceptional inter-personal and communication skills at all levels
- Understanding of creative briefs and the skill sets required to deliver best results
- Ability to work in a high pressure environment
- Highly motivated, energetic and proactive
- Attention to detail and the ability to challenge external forces
- Resource management including use of relevant scheduling/project management resource tools

**Location:** Based in Hailsham, Sussex (moving to Polegate, E Sussex in Spring 2022)

**Package:** Competitive salary