

## **Digital and Publishing Executive (Accelerator Project for 6 - 12 Months)**

We are looking for a friendly and enthusiastic person to work for us on a 6-12 month temporary contract on a full time basis (9am-6pm). You will be working in our offices in Colombo 2 days per week and remotely 3 days per week.

### **You will, after training be responsible for:**

- updating our range of digital and elearning products and assisting in formatting and publishing study workbooks
- maintaining production schedule of a number of products, which will involve contacting freelancers, formatting content (in Microsoft Word), updating content online and ensuring the products are ready by the publication date
- proofreading study materials and revision products

### **We require:**

- a good standard of English as the role will involve proofreading content
- an eye for detail
- ideally a degree
- good communication skills, oral and written, as the role will include working with colleagues in London
- able to work to deadlines, with excellent project management and planning skills
- IT skills - Microsoft packages, e.g. Word

### **The following would be an advantage:**

- Previous experience in publishing or working with online content.
- Experience in other adobe packages – ideally photoshop or illustrator to help with image manipulation, and also Captivate for producing SCORM versions of some of our products.

**Please email your CV to [Chris.Peggs@cisi.org](mailto:Chris.Peggs@cisi.org) copying [HR@cisi.org](mailto:HR@cisi.org)**

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