

## **Indesign Production Executive (Accelerator Flipbook Production Project for 9 Months)**

The Chartered Institute for Securities and Investment is the leading Chartered Professional Body for Securities and Investment Professionals globally. Headquartered, in United Kingdom and established almost 30 years ago, is having, net reserves worth over Rupees 3 Billion (30,000 lakhs) and a workforce of over 170 staff globally. Colombo is the institutes key operational hub, outside London, creating cutting edge application solutions to our clientele consisting of our members and leading financial centers worldwide.

We are looking for a friendly and enthusiastic person to work for us on a 9-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.

### **This is an exciting opportunity, where you will be required to:**

- Format and produce digital versions of our hardcopy workbooks using Indesign (In5 plug-in knowledge would be an advantage). These digital versions, known as Flipbooks, will be created in Indesign, and the role will require the reformatting of existing material to enable the books to be used on digital devices. This will include refining page layouts, updating paragraph styles, incorporating images, links and pop-up information boxes.

### **We require:**

- A good level of experience of InDesign is essential.
- Previous experience in producing workbooks or laying out content for publications.
- High standard of English as the role involves correcting and proofreading content
- 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, as the flipbooks must be available for students on agreed dates
- Attention to detail
- IT skills - Microsoft packages e.g. Word and Excel

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

The Chartered Institute for Securities & Investment is the leading professional body for securities, investment, wealth and financial planning professionals. Formed in 1992 by London Stock Exchange practitioners, we have a global community, which aims to promote high standards of competence and integrity to more than 40,000 members in 116 countries. We are also the main examining body for the industry, offering our internationally recognised exams globally.