



Production Executive (Accelerator Project for 4 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 4-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:

- Amend the content, format and proofread technical workbooks
- Be responsible for allocated workbook titles completing them to the publication schedule

We require:

- High standard of English as the role would involve correcting and proofreading content
- Ideally a degree
- Good communication skills, oral and written, as the role will include working with colleagues in London, and after training, contacting authors and reviewers
- Able to work to deadlines, with excellent project management and planning skills, as the workbooks must be available for students on agreed dates
- Attention to detail
- IT skills - Microsoft package e.g. Word and Adobe software package

Also, the following would be an advantage:

- A good level of experience of InDesign plus other adobe packages – ideally photoshop or illustrator to help with image manipulation
- Previous experience in producing workbooks or laying out content for publications.

Please email your CV to Carolyn.Williams@cisi.org copying 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.