



## **Production Executive**

Salary £25,000 to £27,000 per annum depending on skills and experience  
Plus 7.5% company pension contribution

After probation: travel allowance and option to split your working week between working  
from home and in the London office  
Discretionary Bonus Scheme

We are looking for a friendly and enthusiastic person to work in our office in London to work on our range of workbooks and digital products, which we sell across the world.

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

- updating our range of study materials in digital and hard copy formats
- taking ownership of a number of workbook titles, ensuring they are published on time
- Liaising with qualifications managers, authors, reviewers, freelance specialists and proof readers to ensure new and updated workbook and examination content is accurate and relevant.
- maintaining the production schedule, which will involve commissioning freelancers, formatting and updating content and ensuring the products are released by the publication date
- checking of workbooks and digital products errors prior to publication

### **We require:**

- A degree, ideally in English
- An eye for detail
- Good communication skills, oral and written
- Excellent attention to detail
- A flexible attitude, able to take ownership of your work and work to deadlines
- 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 and/or working with online content.
- Knowledge of Adobe Indesign or other Adobe software

### **We offer a competitive remuneration package, which includes:**

- 7½% company contribution into a personal pension, in addition to your own contribution of 1½% via salary exchange
- Life insurance and income protection insurance
- 26 days' leave per annum (which includes three days at Christmas)

- After one year's service, private medical insurance cover
- A travel allowance after passing probation and option to split your working week between working from home and in the London office
- A sports club allowance

**Please send your CV, salary expectation and availability to Karen Dalton, Assistant Director, HR at [jobs@cisi.org](mailto:jobs@cisi.org)**

*We value the contribution that employees with different views and experience bring to the Institute and are committed to promoting equality, inclusion and diversity. We hope to receive applications from a wide range of talented people irrespective of their race, religion or belief, gender, age, gender identity, neurodiversity, disability, sexual orientation, ethnic origin, political belief, social class, relationship status or caring responsibilities.*

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