

**Production Executive / Publishing Executive /Layout Executive/ DTP Executive**

We are looking for friendly and enthusiastic people to work for us in our office in Colombo.

**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 organisation and planning skills, as the workbooks must be available for students on agreed dates
* Attention to detail
* IT skills -  Microsoft package e.g. Word

**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.

**Benefits to employees after probation period:**

* Sports club subsidy
* Medical benefits
* Travel allowance

**Please email your CV to** [**recruitment@cisi.org**](mailto:recruitment@cisi.org)

**The closing date for applications is 25 September 2017**

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