

## **Production / Layout / DTP Executive - Native Arabic speaker**

**Based in the City of London**

**Salary c.£28kpa to £30kpa**

Plus £7.5% company pension contribution

And after one year, we pay for your season ticket

(Worth between £1,350pa and £3,663pa)

Discretionary Bonus Scheme

We are looking for an Arabic speaker to work on our range of products, including workbooks, ebooks, examination questions and study aids, which we sell across the world.

You will be:

- Producing products in line with subject syllabuses, which involves layout and proof reading
- Liaising with qualifications managers, authors, reviewers, freelance specialists and proof readers to ensure new and updated workbook and examination content is accurate and relevant.
- Ensuring workbooks and ebooks in electronic format are produced and published to schedule, working in close liaison with the other production executives and external ebook production agency.
- Responsible for allocated workbooks, including some Arabic titles, ensuring that where updates are made to products in Arabic, they are accurate in terms of text, numerals, titles and glossary of terms etc across all products.
- Reviewing /quality assuring Arabic translations from external translators as required and when time permits, undertake translation of learning resources (including elearning products) and examination question banks.
- Responsible for candidate feedback for Arabic qualifications and updating the CISI key terminology glossary to ensure consistency across all Arabic products.

You will need to be

- Bi-lingual in Arabic and English
- Have a Degree or equivalent
- Excellent attention to detail
- A flexible attitude, able to take ownership of your work and work to deadlines
- A good level of experience of IT packages

Desirable:

- Knowledge of DTP packages, such as Indesign would be an advantage, but training will be given.
- Experience in an educational or publications environment
- Experience of Financial Services

The offer of employment will be subject to full referencing including credit check.

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

- 7½% company pension contribution into a personal pension, in addition to your own contribution of 1½% via salary exchange
- Life insurance and income protection insurance
- A sports club subsidy
- 26 days leave per annum (which includes three days at Christmas)
- After one year's service, private medical insurance cover, annual travel insurance cover and a paid annual travel ticket, which is worth between £1,350pa and £3,663pa depending on where you live and the cost of your annual ticket

**Please send your CV to Karen Dalton, Assistant Director, HR at [Recruitment@cisi.org](mailto:Recruitment@cisi.org)**

For more information on the CISI, please see our website at [www.cisi.org](http://www.cisi.org)

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