

VACANCY

POST OF PRODUCTION PLANNING EXECUTIVE

The Associated Newspapers of Ceylon Limited (ANCL), widely known as Lake House, is the home and heart of print media in Sri Lanka. The country's pioneer print media institution having a history of over 100 years and 25 years of online publishing, continues to occupy the number one spot in the print media industry.

We are looking for self-motivated young energetic individuals with following qualifications and experience to join our Production Planning Team.

Qualifications & requirements:

- A Degree from a recognized university or Diploma in Printing from a recognized institution.
- Good knowledge in Adobe indesign, illustrator and Photoshop packages.
- Well conversant in English Language.
- Should be willing to work long hours / shift basis.
- Diploma in Printing Technology will be an added qualification.
- Two years of experience in the relevant field will be a distinct advantage.

Job profile :

- Prepare monthly and weekly production plans & share them with stakeholders on time.
- Prepare templates on time.
- Co-ordinate the completion of pages with Advertising, Editorial, Technical and Printing Departments.
- Convert Indesign files to PDF format for checking technical errors.
- On time submission to CTP.
- On time quality check.
- Archive digital ads and editorial pages.
- Coordinate smooth running of production process.

Age : Below 30 years

Salary : The selected candidate will be offered an attractive compensation package

Please send your Curriculum Vitae with names and contact details of two non-related referees to the undermentioned address on or before 28.11.2022 stating the position on the top left corner of the envelope or e-mail to the following e-mail address stating the position in the subject line of the email.

Head of Human Capital

The Associated Newspapers of Ceylon Limited

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