



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 county'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.

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

Qualifications & requirements:

- A Diploma in Printing from a recognized Institution with one year experience in the relevant field
or
Passed the G.C.E.(A/L) Examination with three years experience in the relevant field
and
- Good knowledge in Adobe InDesign, illustrator and Photoshop Packages
- Ability to work in both English and Sinhala languages.
- Should be willing to work long hours/shift basis

Job Profile:

- Prepare monthly and weekly production plans & share them with stakeholders on time
- Prepare templates on time.
- Coordinate the completion of pages with Advertising/Editorial/Technical/Printing Departments
- Convert InDesign file to pdf format for checking technical errors
- On time submission to Computer to Plate (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.

If you have the above qualifications, please send your CV with names and contact details of two non-related referees stating the position applied for in the subject line of the email or on the top left hand corner of the envelope within 07 working days of this advertisement to the under-mentioned address.

**Head of Human Capital
The Associated Newspapers of Ceylon Limited**

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