



Manager(Production) – Sri Lanka

The Chartered Institute for Securities and Investment is the leading Chartered Professional Body for Securities and Investment Professionals globally.

To meet the demand of our rapid expansion in digital learning resources, the Company seeks to recruit a suitably qualified person for the above position in our Sri Lanka office on a permanent basis.

We would like the successful candidate to start as soon as possible.

We provide an engaging and creative work environment with excellent benefits.

This is an exciting opportunity, where you will be required to:

- Amend the content, and format and check technical workbooks
- Be responsible for allocated workbook titles and completing them to the publication schedule
- Liaise with internal and external stakeholders in the production of workbooks
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We require:

- High standard of English and a keen eye for detail as the role would involve correcting and checking content
- Degree level education preferred
- Excellent communication skills and the ability to work with our UK-based team and freelancers
- Able to work to deadlines, with excellent project management and planning skills.
- IT skills - Microsoft package e.g. Word Excel; Adobe or other digital software packages

Also, the following would be an advantage:

- InDesign plus other Adobe packages – ideally Photoshop or Illustrator
- Previous experience in producing workbooks or laying out content for publications.
- A good level of experience with interactive digital products

The offer of employment will be subject to satisfactory references including a police report.

We also offer a competitive salary and a wide range of benefits after probation. These include:

- ✓ Hospitalization Cover
- ✓ Life insurance Cover
- ✓ Medical reimbursement allowance
- ✓ Travel Allowance
- ✓ Wellness Allowance

If you believe that you are the ideal person, please send us your resume stating the position applied on the subject field to careers@cisi.org