

Production Planning Executive



LAKE HOUSE

The Associated Newspapers of Ceylon Limited (ANCL), widely known as Lake House, is the home and heart of print media in Sri Lanka. Lake House is looking for talented and dynamic individuals who possess the following qualifications and requirements to fill the above vacancy.



Basic Qualifications

- A Diploma in Printing from a recognized Institution with one year experience in the relevant field Or
- NVQ Level 4 or Passed the G.C.E. (A/L) Examination with three years experience in the relevant field

Other Qualifications & Requirements

- 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
- Priority will be given to applicants from the colombo area (30km).

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 PDF pages to Computer to plate (CTP)
- On time quality check
- Archive digital ads and editorial pages
- Coordinate smooth running of pre-press process

An attractive remuneration package is on offer based on experience and individual skills

Those interested please apply with detailed resume within 07 days of this advertisement to

careers@lakehouse.lk



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THE HUMAN RESOURCE DEPARTMENT
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