



VACANCY

PROOFREADER

Gr.III (English)

The Associated Newspapers of Ceylon Limited (ANCL), widely known as Lake House, is the home and heart of print media in Sri Lanka. We are seeking a dynamic and committed person to join our organization, as a Proofreader who will play a crucial role in maintaining the quality and accuracy of our publications.

Required Qualifications

- A Diploma in English from a recognized institution with 3 years experience as a Proofreader.
OR
- Relevant NVQ level 05 or above with 3 years experience as a Proofreader
OR
- Passed GCE A/L with 05 years experience as a Proofreader
- Excellent command of the English language with expertise knowledge of grammar, spelling, punctuation, and style.
- Strong proofreading, editing skills with high attention to detail.
- Experience in desktop Proofreading will be an added qualification.

Key Responsibilities:

- Proofread advertising content to ensure accuracy, clarity, and consistency before publication.
- Coordinate with Supervisor, DTP Supervisor to resolve content and formatting issues.
- Ensure all content complies with media ethics, company guidelines, and the Code of Conduct while meeting tight deadlines.

Age: Less than 45 years at the date of closing application

Those interested please apply with detailed resume
within 07 days of this advertisement to
careers@lakehouse.lk



THE HUMAN RESOURCES DEPARTMENT
THE ASSOCIATED NEWSPAPERS OF CEYLON LTD.
NO. 35, D.R. WIJEWARDENE MAWATHA, COLOMBO 10.