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Career Opportunity

Reporting to the Regional Print Manager, the successful candidate will have the main purpose of coordinating the archiving process for intellectual property and the quality assurance of all print files

Print Archivist and Quality Controller

The successful applicant will need ● National Senior Certificate ● 2 years admin and typesetting experience ● Database management experience ● Knowledge of the educational publishing industry (advantageous) ● Working knowledge of Adobe Suite and Prepress software ● Proficiency in SAP (advantageous) ● Exposure to print technology and processes (advantageous) ● Good project management skills ● Working knowledge of MS Office (Outlook, Word, PowerPoint) ● Production procedures knowledge (advantageous) ● Driver's License (Code B)

If you are meticulous, a fast learner and have strong attention to detail we would like to hear from you.

Remuneration will be commensurate with experience. We offer pension and medical aid benefits, 20 working days' leave, statutory leave, training opportunities and engaging work in a rewarding and ethical environment

Oxford University Press, an equal opportunity employer, seeks a talented individual to fill this post in its Production department, based in the Cape Town area. Oxford University Press will consider all applications in terms of its Employment Equity Plan, which acknowledges the need for transformation

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The closing date for
applications is 30 June
2017.

"We are a leading educational publisher, committed to the growth of South Africa and its people through the provision of excellent education materials and support."