

VACANCY: Typesetter

Position: Typesetter

Level : Junior to mid

Fixed term 6 month contract

Reference: #T

Location: Westlake Business Park, Westlake, Cape Town, Western Cape

Description:

EDGE Learning Media is a publishing house that specialises in creating learning media (both printed and digital) for training providers, colleges and private education centres. The company wishes to appoint a Typesetter/Layout Designer to capture into In Design and our own Content Management System.

Duties and responsibilities:

- Accurately and correctly capture manuscripts which includes, images, accounting tables into a Content Management System.
- Communicate with other publishing team members about status of projects in production.
- Conduct other tasks as may from time to time be requested by the Editor, Operations Manager or Directors.

Qualifications/Experience:

- Excellent computer skills (including Microsoft Word and Excel, Adobe In Design & Photoshop).
- Knowledge of or experience working with Content Management Systems.
- Have previous working experience in basic HTML encoding.
- Experience in data capturing

Competencies:

- Meticulous approach to work and an eye for detail.
- The ability to maintain high-quality work while meeting tight deadlines.
- Proactive and self-motivated.
- Ability to prioritise, plan and organise time and tasks efficiently.
- Ability to work both in a team and independently.
- Ability to adapt to changing circumstances at short notice.
- Ability to build and maintain good relationships with other members of the production team.

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Remuneration:

Negotiable.

Applications can be emailed to Kim at kim@edgelearningmedia.com. The closing date for applications is 1 August 2017.

EDGE Learning Media reserves the right not to fill this position at this time should a suitable candidate not be found.