



Our Vision is to be the first choice provider of Grade 8-12 educational material for learners and educators, the key to exam success in basic education in South Africa.

Our Mission is to build a passionate team with world class teaching capabilities and customer service values dedicated to producing high quality, cost-effective and user-friendly educational support material via the most efficient media.

Job title: Desktop Publisher / Typesetter

Department: Publishing

Location: Claremont, Cape Town

Driven individual sought to join a rapidly expanding publishing company that provides study guides for high school learners nationally.

Key responsibilities:

- Creative typesetting and typing of educational material
- Engaging with content of material
- Creating complex tables and diagrams
- Liaising with publishers, authors, proof readers and printers
- Designing spec pages for new publications

Basic requirements and skills:

- Extensive experience using Microsoft Word for typesetting and advanced formatting of documents.
- A typing speed of 70+ WPM with a high level of accuracy is essential.
- Experience in Adobe Indesign, Adobe Illustrator, Adobe Acrobat and MathType would be highly advantageous.
- Ability to work with digital files for editing.
- Ability to multi-task and work under pressure to meet tight and often-competing deadlines.
- Must be organized and be able to deal with several projects concurrently.
- Proficiency in both English and Afrikaans.
- Excellent written and verbal communication skills.
- Systematic and have an eye for detail.
- Have a high level of initiative when working independently and must be cooperative and supportive as a part of a team.

Please email your CV and covering letter to hr@theanswerseries.co.za.

The closing date for applications is 14 April 2019.

THE ANSWER SERIES

50 Imam Haron Road, Claremont, 7975, Cape Town • Tel: (021) 671 0837 • Fax: (021) 671 2546 • Fax: (088) 021 671 2546
info@theanswerseries.co.za • www.theanswer.co.za