PRODUCTION COORDINATOR

Pearson is a dynamic and growing education company, working in the areas of learning resources, assessment and training. At PEA we have one goal: to help people make progress in their lives through learning. We believe in excellence and high performance within a supportive, co-operative environment.

The job
We are looking for a Production Coordinator to assist and support the Production Manager. This person will be responsible for book production and administrative support. The ideal candidate will report to the Production Manager and will work closely with the Designer and Publishing Team to use resources and follow Pearson procedures in order to meet Pearson global standards.

The ideal candidate:
- is familiar with Adobe Indesign, Acrobat, etc. (Mac)
- is familiar with Microsoft Word, Excel and Google Sheets
- is willing to learn
- is a team player
- is organized
- has excellent attention to detail.

The ideal candidate will:
- follow Pearson procedures and systems to ensure Pearson standards are met
- update and manage the database / WIP tracker
- request content files from the archive following Pearson procedures
- create batch folders following Pearson naming conventions
- create Work Orders and/or Purchase Orders following Pearson procedures
- request final packaged files from setters once signed off
- create flatplans for print ready book titles
- complete master checklists
- check final files and reports to ensure freelance typesetters adhere to Pearson standards
- archive all finished book titles following Pearson procedures.

It will be an advantage if the candidate has:
- experience in typesetting and layout (using Indesign)
- book and publishing production experience
- a good understanding of print and reproduction systems.

https://pearson.taleo.net/careersection/ex/jobdetail.ftl?job=1908016&tz=GMT%2B02%3A00&tzname=Africa%2FJohannesburg