

# Production Planning Executive



**LAKE  
HOUSE**

The Associated Newspapers of Ceylon Limited (ANCL), widely known as Lake House, is the home and heart of print media in Sri Lanka. Lake House is looking for talented and dynamic individuals who possess the following qualifications and requirements to fill the above vacancy.

## Qualifications and Requirements:

- A Diploma in Printing from a recognized Institution with one year experience in the relevant field
- Or
- Passed the G.C.E. (A/L) Examination with three years experience in the relevant field
- Good knowledge in Adobe InDesign, Illustrator and Photoshop packages
- Ability to work in both English and Sinhala languages
- Should be willing to work long hours/shift basis (Priority for the male applicants)

## Job Profile:

- Prepare monthly and weekly production plans & share them with stakeholders on time
- Prepare templates on time
- Coordinate the completion of pages with Advertising/ Editorial/ Technical/ Printing Departments
- Convert InDesign file to pdf format for checking technical errors
- On time submission pages to Computer to plate (CTP)
- On time quality check
- Archive digital ads and editorial pages
- Coordinate smooth running of pre-press process

**Age: Below 35 years**

An attractive remuneration package is on offer based on experience and individual skills

Those interested please apply with detailed resume within 07 days of this advertisement to

**[careers@lakehouse.lk](mailto:careers@lakehouse.lk)**



**LAKE  
HOUSE**

THE HUMAN RESOURCE DEPARTMENT  
The Associated Newspapers of Ceylon Ltd  
No. 35, D.R. Wijewardene Mawatha, Colombo - 10