



Digital Production Assistant (General Law & Compliance)

Juta Law

Location: Claremont

Reporting to: Law Production Manager

Responsibilities:

- Keep all schedules, spreadsheets and reports pertaining to products up-to-date
- Control and record outsourced work
- Liaise with editors, programmers, production teams and manager
- Convert and prepare text (styling (formatting), creating tables, creating and importing of images, footnotes etc.)
- Convert hardcopy into electronic text when required
- Update existing products
- Quality control of new and existing products
- Inform relevant departments when updates have been completed
- Ensure product updates run smoothly

Competencies:

- Ability to work as a team player
- Technical knowledge of electronic data production e.g. Creating and enhancing of infobases
- Ability to convert data received in different file formats into MS Word and Folio Views
- Good technical knowledge of MS Word and Folio Views (an advantage) and a working knowledge of MS Excel, MS Access, Paint
- Deadline driven

Attributes:

- Excellent computer literacy
- Meticulous attention to detail
- The ability to work in a team environment
- The ability to embrace new technology and/or changes for the development of better products
- Ability to work under pressure
- Good follow up

***Interested staff to submit a brief resume to Catherine Matthews at cmatthews@juta.co.za
Wednesday, 15 February 2017. This appointment will be made in line with Juta's employment equity plan.***