



## **Digital Production Assistant (Statutes) Fixed-term contract (4 months)**

**Juta Law**

**Location: Claremont**

**Reporting to: Digital Production Coordinator**

### **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, popups etc.)
- Convert hardcopy into electronic text when required
- Update existing products (linking, running scripts etc)
- 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 eg. 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.
- Previous experience of working with HyperText Markup Language (HTML) or tagged information would be advantageous.
- 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 [sjacobs@juta.co.za](mailto:sjacobs@juta.co.za) by 31 May 2017***