

Job Responsibilities

- To perform typesetting jobs such as key-in text, setting layout, placing design and diagram based on instructions and specifications provided in the manuscripts
- To make necessary amendment/correction as instructed by superior(s) and editor-in charge of the project.
- To output and check PDF files, ensure the files follow the book printing specification
- To prepare ePDF files and upload to the designated location after book finalised
- To prepare ePUB files and upload to the designated location if necessary
- To cross-check with superiors for proper and advance permission of all copyrighted material (graphics, photographs, royalty-free images, etc.). Copying from the Internet or other publishers' work is not permitted
- To ensure quality control and good practices at all times.
- To ensure ISO compliance in all work procedures
- To maintain good working condition of software and equipment assigned to you.
- To back-up own WIP and completed jobs.
- To maintain an archiving system for all jobs
- To assist in the maintenance and updating of the photo library, like SPACE and others
- To ensure all projects/works assigned are accomplished on time.
- To perform any ad hoc and other duties relating to the above as may be assigned by your superior from time to time

Requirements

- Secondary School/ Diploma/ Degree in Art & Design, Graphic Art, Printing Technology, Advertising, Interior Design, Multimedia or an equivalent combination of education and experience sufficient to successfully perform the key accountabilities of the job.
- Fresh graduates are encouraged to apply.
- Applicant must be fluent in English, Bahasa Melayu & Mandarin to create illustration artwork and designs for English and Mandarin projects.
- Proficiency in Adobe InDesign, Photoshop, Illustrator, Adobe After Effects & MS Office
- Able to work independently and complete tasks within the deadline
- Must be able to work under a tight timeline if needed
- Selected applicant will work at Penerbitan Pelangi, Taman Pelangi, Johor Bahru, Johor.