

## Production Coordinator Jobs in Dubai | ITP Media Group Careers

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Company: ITP Media Group

Location: Dubai

Category: architecture-and-engineering

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#### Description:

The ideal candidate must be enthusiastic and be able to work as part of a team. They should be well versed in prioritizing their workload to meet conflicting demands on their time and will thrive working on a diverse range of products.

#### Job Responsibilities:

Ensure artwork and inserts are supplied on time, to specification.

Oversee the creation and sign-off of flat-plans and monitor artwork, briefs, checking images etc.

Traffic manage full magazine production and facilitate critical internal communication between designers, editors, color correction specialists, advertising sales department.

Prepare and issue PDF previews throughout magazine cycle for internal reviews and approvals.

## Job Requirements:

5-10 years' experience in prepress and print

Working Knowledge of Adobe InDesign, Illustrator, Photoshop and Acrobat

Excellent interpersonal skills, with the ability to communicate effectively

Extremely detail-oriented, organized and able to manage multiple and competing deadlines

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