



PAGINATORS X 3 **(C1 – C3)**

As part of the S189 restructuring process, the above vacancies have become available.

The Editorial Production hub has positions for Paginators who will be responsible for planning and building Independent Newspapers print pages as required within the parameters of editorial, advertising, and press room specifications, and within respective deadlines.

Responsibilities:

- Ensuring the planning of all newspapers meets the required standards
- Providing the best planning as per the required advertising specifications, considering editorial needs, and budget constraints
- Handling all aspects of pagination across multiple titles in the Independent Media group, and across all sales verticals (INC, features, sales departments)
- Planning publications within budget and considering target percentages
- Planning publications according to advertisement size, special positions, and special client requests.
- Liaising with editorial production leadership and page subs, stream leadership, editors, sales staff, page logistics, classified paginators, and the press room
- Ensuring plans (dummies) are emailed to respective editors for approval within prescribed deadlines
- Revising pages when necessary
- Checking pages in the editorial software once plans are approved
- Ensuring all changes are applied and checked timeously

Minimum Requirements:

- Must have matric or equivalent
- 3 to 5 years' experience as a paginator at a major newspaper publisher or in a magazine environment.
- Knowledge of all software in the production process
- Knowledge of design and layout
- Knowledge of Google applications (email, sheets, docs)

Job Competencies:

- Proactive
- Meticulous attention to detail
- Ability to work under pressure
- Ability to take instruction
- Good communication skills
- Excellent time management
- Team player
- Problem solver
- People-oriented
- Customer service orientated
- Flexibility in working long, unpredictable hours

Independent Newspapers is committed to its Employment Equity and Affirmative Action plans.

All interested and suitably qualified applicants must submit a completed application form no later than 12h00 noon on **Wednesday, 06th November 2024** to human resources at:
vacancieskzn@corporateservice.co.za