

Script Builder needed

main function

A script builder is responsible for using Epic's build tool to publish content into an e-learning programme; to review, amend and solve problems where possible, in order to ensure that each programme meets Epic's quality standards.

a script builder will

- Use Epic's script to screen tool to build Word scripts into an online version
- Check the online version for consistency and accuracy
- Fix text overruns and rebuild scripts
- Correct text according to style guides
- Check graphic descriptions against the published graphics within the programme and liaise with the graphics team to ensure graphics meet the script specification
- Ensure issues are prioritised and the project team are informed of major issues
- Have great attention to detail, a high level of concentration and a methodical, problem-solving approach
- Communicate effectively with all levels of company and client staff

In addition to the duties and responsibilities listed, the jobholder is required to perform other duties assigned by the manager from time to time.

job related knowledge and skills

- Good knowledge of MS Office skills
- Communicates, orally and in writing, in a clear, concise and effective manner
- Attention to detail
- Ability to monitor quality
- Ability to work as a member of a team
- Ability to be flexible and manage their own time
- Understanding of project processes

like to join us?

If you have the above skills and want to work in a fast-paced, creative environment then please send us your CV.

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