

# WINNING CAREERS WITH A GLOBAL LEADER



RR Donnelley is a leading provider of integrated communication services including business process outsourcing. We are a Fortune 300\* company serving nearly 50,000 customers from over 600 locations across the globe. Our Global Outsourcing (GO) division provides integrated onsite-offshore services to Fortune 500 companies through its offices in North America, Europe, India, Sri Lanka, and the Philippines. Our judgment-based outsourcing solutions address a variety of needs for vertical segments that include financial services, publishing, manufacturing, transportation, telecommunications, healthcare, advertising, investment banking, and more.

As an organization, RR Donnelley stands committed to nurturing a winning and 'one team' culture where every individual understands their contribution to the organization. Our people are driven by their accountability for results, and supported by a meritocratic system that celebrates success. We strive to be an employer of choice in the markets that we operate in by providing an environment in which employees can reach their highest potential.

We invite you to be a part of our global community, today!

*\*The Fortune 300 is an annual ranking of America's largest companies, compiled and published by Fortune magazine. The rankings are based on total revenue for the respective fiscal year.*

## Job Title: Document Specialist

**Position Description:** Responsible for word processing and formatting of documents, and timely delivery of work

**Essential Qualifications:** 3 passes in G.C.E. Advanced Level with Certification in MS Office

**Experience:** 0 – 1 year experience in transaction processing and word processing

## Job Title: Quality Controller

**Position Description:**

- \* Proofreading documents and editing presentations
- \* Provide high quality by ensuring a defect-free control process

**Essential Qualifications:** 3 passes in G.C.E. Advanced Level and Certification in MS Office

**Experience:** 0 – 1 year experience with sound grammar, comprehension and proof reading skills

## Job Title: Customer Service Associate

**Position Description:** The job involves direct communication and coordination with international clients and preparation of business reports

**Essential Qualifications:** Successful completion of the G.C.E Advance Level examination in commerce stream. CIMA intermediate level certification or similar qualification will be an added advantage. Must possess excellent business writing skills

**Experience:** 0 – 1 year experience in customer service

**Technical Qualifications:** Proficiency in MS Office

## Job Title: Process Associate

**Position Description:** The job involves document processing in varied software/media per quality standards

**Essential Qualifications:** 3 passes in G.C.E. Advanced Level in commerce stream. Must possess excellent business writing skills

**Experience:** 0 – 1 year experience in customer service and proofreading skills will be an added advantage

**Technical Qualifications:** Proficiency in MS Office

All candidates must possess excellent communications skills. Willingness to work in night shifts on a rotational basis is a must.

Walk-in interviews will be held for Process Associate and Customer Service Associate positions from August 16th to 20th at Level 33, East Tower, World Trade Centre, Echelon Square, Colombo 01 from 10.00 am to 5.00 pm

For candidates applying for the Document Specialist and Quality Controller position, please forward your CV by email: [careers.srilanka@rrd.com](mailto:careers.srilanka@rrd.com) or post: Director-Human Resources, Level 33, East Tower, World Trade Centre, Echelon Square, Colombo 01 within 7 days of this advertisement

**RR DONNELLEY**

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