



WE ARE HIRING DOCUMENT SPECIALISTS

RRD is a leading global provider of multichannel business communications services and marketing solutions. RRD offers a comprehensive portfolio of capabilities, experience and scale that enables organizations around the world to create, manage, deliver, and optimize their marketing and business communications strategies.


155+
YEARS IN BUSINESS


50,000
CLIENTS


33,000
EMPLOYEES


29
COUNTRIES


250
LOCATIONS

WHY WORK FOR US?



Meritocratic culture



Continuous learning environment



Exposure to global best practices



Fun work-place

JOB POSITION: DOCUMENT SPECIALIST

ROLE DESCRIPTION

- Responsible for data entry, word processing and formatting of documents such as financial statements/ proposals and ensuring timely delivery and accurate output.

ELIGIBILITY

- GCE O/L or A/L
- Good communication skills
- Sound knowledge of MS office (Word and Excel)
- **Willingness to work in the night shift on a rotational basis is a must.**

Walk in interviews conducted :

NOVEMBER, 28 (Monday) to DECEMBER 06, 2022 (Tuesday) **(Working days)**

Time : 8.30 a.m. to 3.00 p.m.

Venue : RR Donnelley Outsource (Pvt) Ltd, Level 33, East Tower, World Trade Centre, Colombo 01.