



<https://www.lankatalents.lk/job/easy-read-editor/>

## Easy Read Editor

### Description

IOG Global is an Australian-owned and managed Business Process Outsourcing (BPO) company committed to delivering excellence across diverse industries. We collaborate closely with our clients, leveraging Sri Lanka's talent to provide high-quality, impactful solutions.

As part of our continued growth, we are seeking a detail-oriented **Easy Read Editor** who is passionate about clear communication and accessibility.

### Responsibilities

- Write, edit, and proofread clear and accessible content
- Develop and manage Word and PDF documents
- Ensure all content meets quality, clarity, and accessibility standards
- Support content creation and documentation tasks
- Handle basic project coordination and administrative duties
- Work with internal teams to meet deadlines and deliver high-quality output
- Assist in preparing proposals, quotations, and tenders

### Job Benefits

Attractive salary packages

### Qualifications

- Degree in English, Management, or a related field
- Experience in content writing or editing
- Strong English proficiency (written and verbal)
- Excellent attention to detail
- Good time management and organizational skills
- Proficiency in Microsoft Office and Adobe Acrobat

### Contacts

Interested candidates are invited to send their **updated CV** to

**Email:** [dehara@lankatalents.lk](mailto:dehara@lankatalents.lk)

**Contact:** +94 70 500 2122

### Hiring organization

Lanka Talents Creations (Pvt) Ltd

### Industry

IT Industry

### Employment Type

Full-time

### Job Location

Colombo 07, Colombo 07

### Valid through

26.03.2026