



<https://ebizdocs.com/job/document-preparation/>

## Document Prep Clerk

eBizDocs

### POSITION OVERVIEW

The Document Prep Clerk will be responsible for prepping documents that are being formatted into digital format for client projects. Ensure compliance and regulations are being followed, including the Sarbanes-Oxley Act, FERPA, HIPAA and Safety & Security Act.

### Job Location

85 Broadway, 12204, Menands, NY

### Date posted

June 20, 2023

### ESSENTIAL RESPONSIBILITIES/DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

- Remove staples and prep documents for scanning, Sort documents to appropriate categories,
- Prep documents: removing physical breaks and placing a "barcode target sheet" in place of physical breaks.
- Maintain a facility that is always organized and meets our quality standards.
- Assist in clerical duties
- Ability to lift 40lbs
- Maintain a clean and organized work area.
- Other duties as assigned

### REQUIREMENTS/QUALIFICATIONS

- High School degree, GED, or equivalent work experience.
- Ability to maintain repetitive motion through shift with standard breaks.
- verbal communication skills.
- Must possess good organizational and time-management skills along with a strong attention to detail.
- Individual must be goal oriented and self-motivated, and able to function well in a team environment.
- Detail oriented, conscientious, and able to work independently
- Trustworthy
- Willingness to learn
- Excited about being part of a team

### Job Benefits

- Flexible schedules
- Medical Insurance
- Dental Insurance
- 401k with a 6% Match
- Profit Sharing
- 1 week PTO
- 1 week sick