



<https://ebizdocs.com/job/scanning-clerk/>

## Scanning Clerk

### Description

The Scanner will be responsible for running and maintaining high speed scanners. The main task of a scanning clerk is to produce digital images of documents for retention purposes. The scanning clerk operating the scanner needs to make any adjustments necessary for high quality scans.

### Responsibilities

- Attention to Detail
- Must have basic computer skills and keyboarding experience
- Operator must possess the ability to communicate effectively, read the reference guides and equipment manuals, and follow instructions from managers.
- Receives prepared or documents or prepares documents for scanning, scan documents, and verifies quality of digital images.
- Required to maintain order of documents.
- Troubleshoot and adjusts equipment, when necessary
- Clean equipment on a regular basis to maintain a quality image.
- Work under close direction of team leader and supports the scan team.
- Achieves customer satisfaction by consistently inspecting, compiling, and assembling projects accurately in a timely manner.
- Meets deadlines by working at a consistent pace while maintaining quality and error free work
- Meets Production standards.
- Lift 40 pounds
- Completes all paperwork in a timely, accurate and legible manner.
- Ability to communicate effectively and work independently
- Prevents assembly errors by maintaining an organized workstation.
- Troubleshoot jams and perform normal Key Operator preventative maintenance on equipment

### Qualifications

- High School degree, GED or equivalent experience
- Detail oriented, conscientious and able to work independently.
- Computer knowledge and able to troubleshoot computer concerns.
- Must possess good organizational and time-management skills.
- Good communication skills and ability to work in a team setting.
- Trustworthy and an eye for detail.
- 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

### Hiring organization

eBizDocs

### Employment Type

Full-time, Part-time

### Job Location

85 Broadway, 12204, Menands, NY

### Date posted

June 20, 2023

- 1 week sick