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Document Scanning/Digitisation (Full Training Provided)



Datacom Information Technologies Pty Ltd

 Canberra ACT

 Records Management & Document Control (Administration & Office Support)

 Casual/Vacation

Posted 5d ago

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Position Description:

The leader in digitisation is now offering excellent opportunities to begin a career within this thriving industry. The roles come with plenty of opportunities for professional development and career progression.

We are looking for several computer operators who are interested in preparing and scanning documents on a casual basis – no experience is necessary as full training will be provided.

This role is suitable for enthusiastic individuals who are willing to learn about the conversion of hard-copy records to digital content.

Digital reproduction and image capture experience are great, but if you have worked in a hands-on, fast-paced, detail-oriented environment, your application will be highly regarded.

Responsibilities

- Preparation and scanning of documents
- Monitoring image quality as part of an overall quality assurance process.
- Meeting and exceeding the required KPI.
- Effectively communicating with the Production Supervisor and/or Production Manager.

Working hours:

- Afternoon Shift: 3 pm - 11.15 pm (with shift loading) Monday to Friday

The following criteria are needed to be successful in this role:

- able to commit at a minimum of 90% attendance rate.
- a keen eye for detail to create and ensure a quality result.
- able to work independently without supervision.
- a "Can Do" attitude with a professional approach to resolving issues.
- The ability to perform ongoing repetitive tasks for the entirety of the shift.

If you are looking for a new challenge and are excited about working on this significant project as part of a fast-paced inclusive team, please click on Apply Now.

We pride ourselves on our multi-cultural and diverse team!

Background (Police) Checks will be conducted for successful candidates.

Employer questions

Your application will include the following questions:

Which of the following statements best describes your right to work in Australia?

How many years' experience do you have as an Administration Role?

Do you hold Australian Security Clearance?

How much notice are you required to give your current employer?

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