

JOB DESCRIPTION**Document Imaging Assistant****SUMMARY:**

The Document Imaging Assistant's role is to perform production activities for supporting in-house document retention policies and procedures. This includes preparing documents for scanning, operating scanning equipment, and assuring the quality control of corporate images and files.

DUTIES AND RESPONSIBILITIES:

Information Management:

- Receive, organize, and prioritize departmental documentation for scanning and related production activities;
- Input documentation into corporate imaging systems via scanning devices;
- Ensure that image quality of scanned documents is appropriate and conform to company standards;
- Classify scanned documentation by type through data entry and field form indexing according to established company procedures and practices;
- Prepare "how to" sheets and frequently asked questions list for end users;
- Complete tasks in a timely fashion;
- Adhere to NAN policies, procedures and protocols; and
- To perform other related duties as required.

Cross Training:

May need to cover reception desk if necessary.

COMPETENCIES AND QUALIFICATIONS:

Position demands a pleasant disposition, flexibility, ability to multi-task, organize, problem solve, priority set, enter data and communicate effectively. Skill and experience requirements:

- Secondary school diploma;
- Fluency in a NAN dialect (Cree, Oji-Cree or Ojibway) an asset;
- Ability to read and translate Syllabics an asset;
- Broad knowledge and interest in NAN communities, organizations and current events;

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- Excellent interpersonal, verbal communication and telephone skills;
 - Must be proficient in MS Office Applications, including SharePoint
 - Must be bondable;
 - Must be able to maintain absolute confidentiality.

Financial Responsibility and Decision Making:

At level of department assistant. Approval from Director or project coordinators is required before making decisions about POs, travel, etc.

ACCOUNTABILITY:

The Document Imaging Assistant is accountable on a day-to-day basis to the IT Manager and is further accountable to the Chief Administrative Officer for overall performance.

PORTFOLIO: FINANCE AND ADMINISTRATION

Location of Work: THUNDER BAY

Last Revised: NOVEMBER 2021

