
JOB DESCRIPTION

Document Imaging Assistant

SUMMARY:

The Document Imaging Specialist'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;
- 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 or previous office experience;
- 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;
- 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. Needs to check with director or project coordinators before making decisions about POs, travel, etc.

ACCOUNTABILITY:

The File Clerk/Document Imaging Specialist 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: NAN Office

Last Revised: November 2021

