

PRODUCTION CLERK - DOCUMENT PREPARATION - ENTRY LEVEL PAID
INTERNSHIP TO HIRE OPPORTUNITY FOR AGENCY REFERRALS – (Bohemia, NY)

Responsible, reliable, organized individual needed to prepare files at **fast-paced** document scanning and digitization company.

Duties include:

- removal of staples/clips
- repair of tears
- unfolding pages
- checking/correcting file order
- inserting informational targets
- photocopying
- other related duties as assigned

Individuals will be evaluated during interview to gauge capabilities as well as give candidates an idea of job duties.

Must work **quickly & efficiently** with minimal supervision, be able to use provided tools effectively, pay attention to details, know alpha & numeric ordering; be able to follow written/oral instructions in English & move ~40lb. boxes from warehouse to workstation using cart. Must be able to sit or stand for extended periods of time. Manual dexterity and cognitive retention are essential in this position.

****Opportunity exists to learn other aspects of business for advancement within company for candidates with desire & aptitude which can lead to full-time employment at later date.****

- Cell phone use/texting during work hours prohibited.
- Must have reliable transportation to/from work site.
- Consistent attendance and on-time arrival expected.
- Confidentiality Agreement required.

Current NYS Minimum Wage to start, or commensurate with relevant experience, increases dependent upon experience/capabilities/performance – paid sick time accrual as per NYS Law

SHIFTS: M – F 9:00am – 1:00pm (break 11:00 – 11:10) OR
1:00pm – 5:00pm (break 3:00 – 3:10)

Position is dependent on workflow, subject to temporary lay-off during slower periods – continued employment possible based on performance & workload.

Individuals with disabilities (ACCES/V-R or OPWDD certified) and veterans strongly encouraged to apply. AGENCY: EMAIL resume/letter of interest to: jen@scanyourdocs.com (no calls/faxes/walk ins accepted)

Learn about our company at www.scanyourdocs.com