

Scanning Operator

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Company: SCC

Location: Birmingham

Category: other-general

Contract Type: Temporary (months)Salary Package: £ per hourHours: am – pm, Monday – Friday Interview Process: -stage processWhy SCC? An inclusive workplace Excellent package: solid basic and company benefits Hybrid working in line with role requirements Career development and life-long learning opportunities Opportunity to join Europe's largest privately-owned IT Company Role purpose: To support the successful delivery of customer projects and contracts, to deadline, SLA, compliance and quality requirements. Key responsibilities: Taking receipt of customer document originals from third parties (whether external couriers or internal SCC teams) Ensuring that received customer document originals are recorded in the SCC DocuHub audit trail/Tracking system Assist with the preparation of customer documents in readiness for scanning, including removal of staples, paper-clips etc; insertion of separator sheets, and the organisation of customer documents in a orderly and structured manner Ensure that the handling and management of customer document originals is maintain in an environment which is free from any cross-contamination from other customer work Ensure that the scanning of customer document originals is undertaken in an environment which is free from any cross-contamination from other customer work Process customer hard-copy documents through the SCC scanners Ensure quality assurance measures are adhered to at all times Ensure quality check processes and procedures are undertaken for any indexing or file processing stages Accurately file name and index scanned documents If required manage any exceptions through the provided process If an exception falls outside of the available process, escalate issue to Lead Operator, Team Leader or Manager as appropriate Skills and experience: Pro-active, organised

and well-structured approach, taking ownership of tasks and duties in scope of role. Open Communication skills with both internal teams and customers Customer first focus Self motivated with professional standard About You

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