

DOCUMENT PREPPER**Department:** Production

Octacom Limited is an enterprise software and services company focused on document and data management solutions. Founded in 1976 and headquartered in Richmond Hill, Ontario, Octacom specializes in document management and workflow automation software as well as document imaging services, and leverages its proprietary Odiss™ Document Management Software to provide a robust, secure and cost-effective solution to clients globally across a wide range of industries. Octacom's core solutions focus on financial process automation, enabling large enterprise clients to streamline and optimize their Accounts Payable and Accounts Receivable processes.

Role Overview:

Octacom is seeking a diligent, proactive and confident Document Prepper to work on a full-time basis either from 8:00 am – 4:00 pm or from 4:00 pm – 12:00 am, Monday to Friday. The successful candidate will be required to learn Octacom's business.

Responsibilities:

- Preparation of all “to be scanned” documents. Preparation may include document sorting, the removal of page fasteners, counting, target sheet insertions, page separation, taping, and document recording.
- Adherence to the prepping procedures.
- Other duties as may be assigned from time to time.
- Leaving the work area clean and neat at the end of every shift.

Qualifications and Skills:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required:

- High school diploma or general education degree; or one to three months' related experience and/or training; or equivalent combination of education and experience.
- Ability to read and speak English to be able to comprehend instructions.
- Ability to add, subtract, multiply, and divide in all units of measure.
- Ability to apply common sense understanding to carry out instructions furnished in written or oral form.

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**Job Environment:**

- Sitting at workstation for an extended period of time;
- Consistent wrist, finger and hand movements; and
- Regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Application

We thank all applicants for their interest in Octacom; however, only chosen applicants will be contacted. Octacom is an equal opportunity employer, and we welcome and encourage applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.

Please note that any offer of employment will be conditional upon background and reference checks.

Octacom is committed to the health and safety of its employees and compliance with the requirements of the Occupational Health and Safety Act (OHSA) and other relevant legislation.

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