

DOCUMENT SCANNER - EVENING SHIFT**Department:** Production**Hours:** Monday to Friday: 3pm – 11pm OR 4pm – 12am

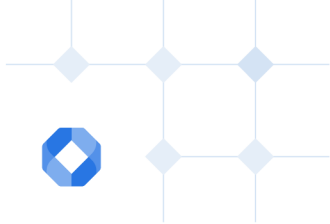
Octacom Limited is an enterprise software and services company focused on document and data management solutions. Founded in 1976 and headquartered in Richmond Hill, Ontario, Octacom specializes in document management and workflow automation software as well as document imaging services, and leverages 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.

Responsibilities

- Scanning of all prepped documents, which may include document sorting, counting, and page separation. *Expectation: all assigned scanning is to be processed efficiently and accurately to ensure minimal rescans. Scanning benchmark applies.*
- Adherence to scanning instructions. *Expectation: as outlined in the instructions provided and be able to adapt to any changes at any given notice.*
- Scanner maintenance and cleaning. *Expectation: clean and maintain scanner on a regular basis as outlined in the scanning procedures manual.*
- Leave work area clean and neat at the end of every shift. *Expectation: work area is consistently clean and organized.*

Qualifications

- 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 (GED); or one to three months' related experience and/or training; or equivalent combination of education and experience.
 - Ability to read and speak English. Employee must be able to comprehend simple instructions, identify medical documents and correspond with Health Records officials via telephone.
 - Ability to add, subtract, multiply, and divide in all units of measure.
 - Ability to navigate around a standard keyboard and desktop. Good data-entry skills required



Physical Demands

While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands to finger, handle, or feel, reach with hands and arms, and talk or hear. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

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.