



<http://hce.works>

Records Management Specialist

Basic Functions: Responsible for document preparation, scanning and indexing records and other ad hoc projects as needed.

Location: Jersey City, NJ

Essential Functions:

The following functions of the job include, but are not limited to the following:

- Classify, code, cross-reference, log and store records
- Review files periodically to ensure they are complete and correctly classified
- File material in drawers, cabinets and storage boxes
- Locate and remove materials from files when requested
- Inventory of records, file cabinets, boxes (if applicable)
- Document Preparation (Prep), Scanning, Indexing, Photo Scanning.

Employee Qualifications:

- Ability to read and follow both verbal and written instructions.
- Ability to meet fast-paced deadlines, and diligence to detail.
- Ability to work independently and as part of a team.
- Ability to use computer (knowledge of Word, Outlook).
- Ability to routinely lift and transport client files and records.
- Professional attire is necessary.
- Sit for 8 hours at a time (with breaks)
- Lift up to 20 pounds
- Type a minimum of 45 words per minute with little to no errors
- Maintain flexibility with scheduling

If interested, please contact:

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