



<http://hce.works>

Records Management Specialist

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

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:

- ***Must be vaccinated for COVID-19***
- HS or GED Recommended
- Organization
- Typing
- Attention to Detail
- Confidentiality
- Thoroughness and decision making
- Sit for 8 hours at a time
- Lift up to 20 pounds
- Type a minimum of 35 words per minute with little to no errors

Full time and part time position available

Benefits include Medical, Dental, Vision Paid Time off and 401K

If interested, please contact:

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