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## Kefron – Scanning Operative

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**Position Reports to:** Head of Operations

### About Kefron

*Kefron is a family owned document and information management company.*

*Kefron is a people business and we are experts in what we do. People like doing business with people who work closely with them to understand their needs. That's why we recognise that our core strength is our people and because of this, our people pride themselves in getting things right.*

**Our Vision:** Our brands in every building

**Our Mission:** To get closer to our customers. See the need, deliver the solution

### Our Values:

- Passion & Pride
- Security & Trust
- Initiative & Ownership

### Job Purpose:

- As a member of the Capture Team, you will have full responsibility to ensure all documents are prepared, scanned and processed as per customer's requirements.
- Execute all requirements as set out by the Service Delivery Supervisor

### Key Responsibilities (Key Responsibilities include, but may not be limited to)

- Preparation of documentation including the removal of all foreign objects, separation of documents into document types, logging of the document references
- Scanning of documentation dependent upon the requirements of the particular project and the scanner available. The scanning operator will take responsibility for ensuring that each page is scanned and produces an acceptable quality image.
- Quality Control of documents to ensure correctness of documents and the quality of the image obtained. Where appropriate the correct allocation of document types will be also be checked. The level of QC will be dependent upon the requirements of the client

- Reassembly of the documents as per the instruction of the client.
- Data entry using a chosen piece of Software. This will include keying data from image and also involves some investigative analysis of files or documents to extract correct index data.
- Any other duties i.e. database work, transmittals, barcode printing, batch log sheets may be asked to be carried out in some cases.

## **Personal Specification**

### **Principal Qualifications Required:**

- Leaving Certification or equivalent is essential for this role

### **Training Required (Formal & Informal):**

- Health & Safety
- Manual Handling
- Kofax

### **Work Experience Necessary:**

- 1-2 years Data Entry experience.
- Previous experience in document imaging preferred.

### **Personal characteristics:**

- A professional and very dynamic person that can adapt to the ever-changing environment of Kefron.
- Must be high energy and self-motivated and deliver on agreed commitments in a professional and timely manner.
- Excellent communications and relationship management skills
- Must be a team player, yet highly self-driven and ambitious
- Strong organisational skills in order to deliver on customers' expectations.
- High level of proficiency with computer systems such as Microsoft Word, Excel, Outlook and PowerPoint.

