
Kefron – Digital Operative

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 Operation Team, you will have full responsibility to ensure all documents are processed on our digital systems in a speedy yet accurate manner. Diligent when executing all tasks. Professional when communicating with clients.

Execute all requirements as set out by your Supervisor

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

- Processing documents from a dedicated work queue of client documents routed through either our Accounts Payable & Document Management systems or aiding the internal processing of documents from the wider scanning bureau.
- Building and management of document templates used to drive our OCR technology.
- Liaising with clients to troubleshoot extraction issues caused by deficient documents being presented to our systems.



- Actively engage in team meetings to drive process improvement
- Accurate data entry or indexing of data on certain projects.
- Reporting on daily activities for given clients.
- Understanding of the technology and client requirements to deliver the best and most efficient service.

Personal Specification

Work Experience Necessary:

- Previous experience with document imaging, a technology qualification and or tech experience is essential. Experience with Java, C Sharpe or SQL would be highly advantageous.

Personal characteristics:

- A professional and very dynamic person that can adapt to the ever- changing environment of Kefron Group.
- Must be self-motivated and deliver on agreed commitments in a professional and timely manner.
- This is a technical role, although full training will be delivered the role is best suited to those with a technical acumen and looking to advance within this field.
- Must be a team player, yet highly self-driven and ambitious
- Communicate all information in an open and courteous manner.
- Strong organisational skills in order to deliver on external customers' expectations.
- High level of proficiency with computer systems such as Microsoft Word, Excel, Outlook and Access.
- Problem solving abilities.
- Numerical accuracy.

Capacity to deal with multiple projects and challenges in a fast paced environment.

If you are interested in this role while currently in a full time position please contact HR Directly.

Kefron is proud to be an equal opportunity workplace. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. If you have a disability or special need that requires accommodation, please let us know.



I have received, reviewed and fully understand the job description for the above role. I further understand that I am responsible for the satisfactory execution of the Key responsibilities described therein, under any and all conditions as described.

Employee Name

Employee Signature