

## **JOB DESCRIPTION**

**Job Title: Document Scanner**

**Reporting to: Facilities Manager**

**Department: Administration**



### **1. Job Purpose**

Reporting to the Facilities Manager, the post holder provides a scanning function across all departments.

### **2. Scope and Range**

The post holder has no supervisory or budgetary responsibilities.

### **3. Key Responsibilities**

- Preparing files and documents for scanning
- Scanning documents to archive system.
- Answering general queries.

### **4. Communications and Relationships**

Effective communication skills and the ability to develop good working relationships with colleagues in order to be able to address their scanning requirements.

### **5. Most Challenging part of Job**

Prioritising workload, working to tight deadlines, with high degree of accuracy.

### **6. Knowledge, Training and Experience Required**

#### **Essential:**

Minimum education to secondary school level.

Attention to detail and uses initiative within standard operating procedures.

Experience of working in a similar role within a legal office environment.

Good communication and interpersonal skills.

#### **Desirable:**

Flexible and adaptable to meet changing work priorities.

**7. Job Description Agreement**

**Job Holder's Signature & Date:**

**Head of Department Signature & Date:**

**26/10/17**