



Job Title:	Data Entry & Scanning Assistant
Location:	Crawley

Role Overview

- To prepare and scan documents for clients in accordance with company procedure and quality standards
- To accurately enter vitally important information into the system in accordance with company procedure

Key Responsibilities

- Data entry including:
 - Entering important information from contracts into a database
 - Entering data utilization figures from aircrafts (how long they have flown for, how many hours the engines / brakes etc have been used for etc) into a database which then generates invoices
 - Setting up new clients on the database by extracting important information from contracts and entering it into the system to produce automated billing
- Preparing documents for scanning including:
 - Removing staples, plastic sleeves, paperclips etc
 - Recording the placement of staples during preparation so they can be replaced post scanning
 - Scanning of documents including, proper image quality settings and adherence to quality control guidelines
 - Post scanning activities e.g. return of documents to original condition including replacement of staples etc
 - Quality control of scanned images to ensure all documents have been scanned and that all images are of a sufficient quality standard
 - Completion of quality control sign off sheets as each step is completed
- Provide any assistance as deemed necessary by Project Manager

Qualifications, Experience & Skills

- Excellent attention to detail
- Ability to stay focused on quality or long periods
- Flexible with working hours (When on projects you may have to work evenings and weekends)
- A team player with the ability to use own initiative
- Previous data entry experience
- Accurate and methodical