



<b>Job Title:</b>	Project Assistant
<b>Location:</b>	Crawley
<b>Salary:</b>	£16,000 PA + Travel Allowance

### Role Overview

- To prepare and scan documents for clients in accordance with company procedure and quality standards
- Once fully trained, you will be required to join project teams that travel the globe preparing and scanning documents for airlines

### Key Responsibilities

- 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
- Barcoding
- 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 when supporting projects
- To complete any other task as deemed necessary by AerData management

### Qualifications, Experience, Skills & Behaviours

- Excellent attention to detail
- Ability to stay focused on quality for long periods
- Able and willing to travel around the world, sometimes at short notice
- 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