WE'RE HIRING!

Document Scanning Clerk

SVI

About SVI

Software Ventures International (SVI) is one of the premier global companies in the field of IT consulting and business solutions development. Now on its 38th year of operation, SVI continues to help local and foreign clients with its business process reengineering and digital transformation solutions.

Responsibilities

- Review and ensure completeness of documents received.
- Scan documents using appropriate scanning equipment and software.
- Prepare documents for scanning by removing staples, paper clips, inserting page separators, and identifying document classifications.
- Adjust the images for correct orientation and ensure that content is readable
- Perform final quality control review per customer requirements and report discrepancies to Supervisor.
- Sort and restore documents to their original sequence.
- Must meet daily production goals.
- Perform other tasks that may be assigned from time to time.

Qualifications

- Candidate must be at least two (2) years of College Education in any field or Senior High School Diploma.
- Must have outstanding attention to detail and be able to maintain a high level of productivity.
- Working experience in any digitization projects is an advantage.
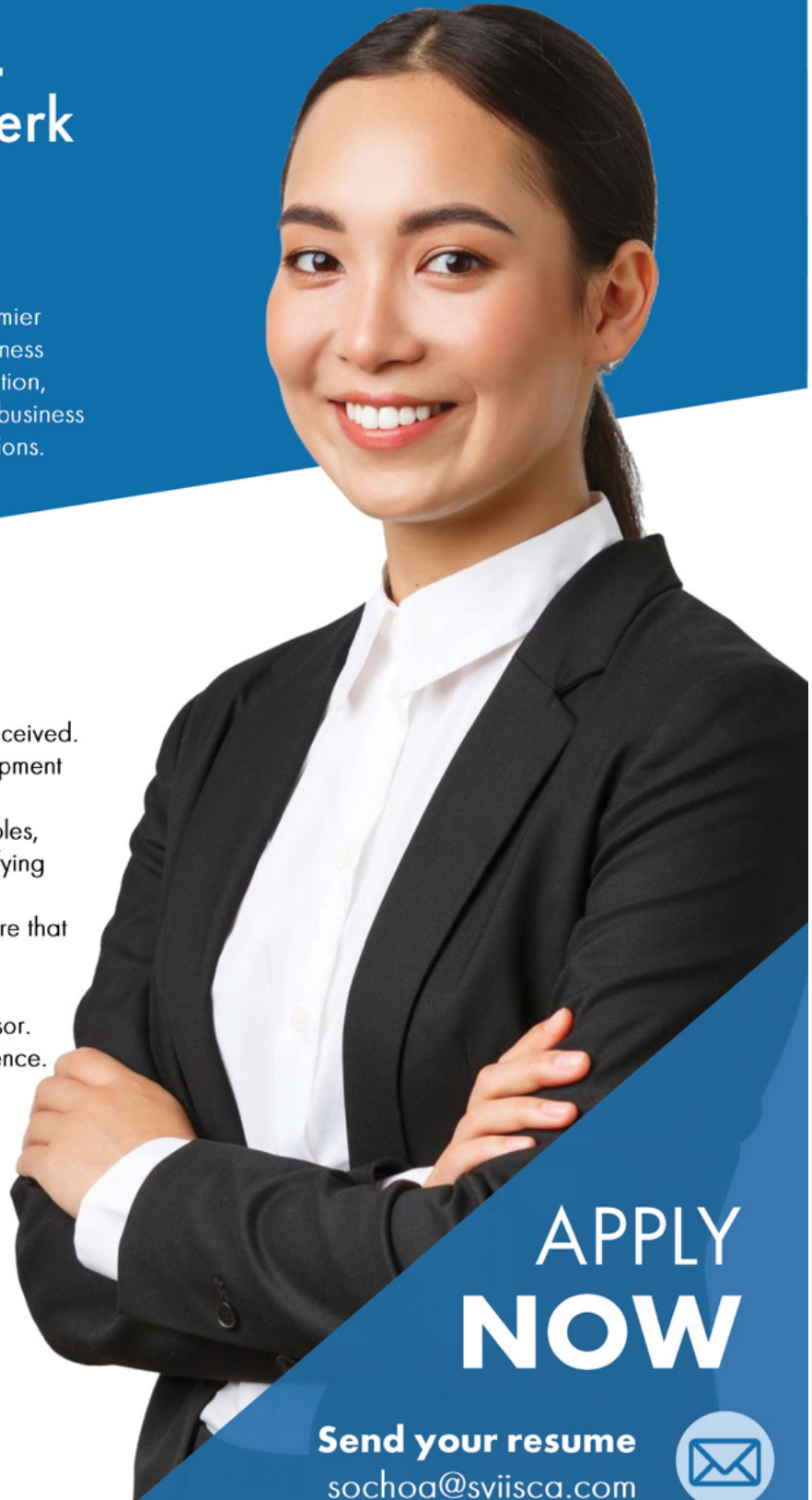
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Send your resume
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Get in touch!
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