Job Title: Operator Clerk I

Descriptive Title: Document Scanning Clerk

Project Title: Operator Clerk I

Job Location: Lenexa, KS, Location may change according to the client requirements

Job Type: Part-time X Fulltime X Hourly Salaried

Min Pay: $12.95 Hourly Rate

Max Pay: $12.95 Hourly Rate

Job Hours: From 7:30am to 4:00pm, work schedule may change according to the client requirements

Posting Close Date: October 17, 2016

Job Start Date: November 1, 2016, Job start date may change according to client requirements

Anticipated job duration: 1-3 Days 4-150 Days x Over 150 Days

Minimum Qualification:

1 Total Years Direct Work Experience

1 Total Years Technical Experience

N/A Total Years Management Experience, If Applicable

Testing Required During Interview:

NO X YES - Typing Test

Minimum Education Required:

X High School BS/BA MS/MA Ph.D. Discipline:

Years of Experience That Can Be Substituted for Education? Yes X No If So, at What Ratio?

Other Certifications Required? Yes X No If Yes, Please Specify:

Security Clearance: Must have security clearance, or be able to pass security clearance

Position Description:

Job responsibilities include keying information from digital or other media documents into a database or other electronic format. All operator clerks must have basic computer skills and keyboarding experience in order to operate custom data entry software. Operator clerks must possess the ability to communicate effectively in a dynamic work environment, the ability to use reference guides and equipment manuals, and the ability to follow instructions from managers for normal procedures and for those requiring deviation from normal procedures. The position requires keying a minimum of 25 words per minute and 2500 key strokes per hour. The job responsibilities also include performing familiar, routine assignments following standard procedures and guides from managers such as, but not limited to, data entry, scanning documents, preparing documents, quality controlling documents, and operating custom software provided by company or government. Operator clerks must have at least a high school diploma and be proficient in data entry. The individual must have the ability to lift and move up to 60 pound boxes and have good attention to detail. Operator Clerks must be able to work in an underground environment. Previous data entry and imaging experience is a plus.

Ecompex, Inc. is compliant with laws to provide absolute preference in employment to American Indians who are enrolled in a federally recognized tribe as defined by the Secretary of the Interior. Ecompex, Inc. is committed to expand opportunities for Indians to receive preference for training and employment. For this position, Indian applicants will be given preference in employment and training incident to such employment.

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Ecompex, Inc. participates in the E-verify program as required by federal law.

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