

AC07202021

To apply please email your resume to: [carol.shubin@swisspost.com](mailto:carol.shubin@swisspost.com) and please state what shift you are interested in, the best time to contact you and that you were referred by the OC One-Stop.

Swiss Post Solutions is expanding! We are looking to hire talented individuals who are looking to

**WORK FOR A DYNAMIC COMPANY THAT OFFERS EXCELLENT BENEFITS!**

**WE ARE OFFERING A \$300.00 SIGN ON BONUS\***

**Shifts offered: Swing Shift: 3 p.m. to 10:30 p.m.: Graveyard Shift 11 p.m. to 5 a.m. (OT offered)**

### **Job Summary:**

**The Scanning/Imaging Associate** is responsible for file preparation, document scanning, and file reassembly of mortgage documents. This is a multi-functional document production role within our client facility. The ideal candidates for this role will be those who enjoy records/filing work, document scanning and quality assurance tasks.

This is a very team-oriented operation and as such, the Document Imaging Operator may be required to perform one or all the responsibilities at any given time in order for us to meet and exceed client project guidelines.

### **Ideal Candidate:**

- Perform high volume document prep, scanning, of mortgage documents.
- Classify documents according to mortgage document type and identify wet/dry signatures.
- Unbox, sort and feed documents into high-speed scanners and perform any quality assurance work while scanning the documents.
- File/re-box documents upon completing the scanning process
- Will regularly lift/push/pull objects, perform data entry and work in a fast paced, deadline driven environment.
- Manage multiple priorities and work under production deadlines.
- Go up and down ladders to file documents in the vault area of the warehouse.

At Swiss Post Solutions (SPS) we embrace the uniqueness of our employees and are committed to the fair and equal treatment of all people, applicants, and employees by promoting a culture of access, inclusion, equity, and diversity.

Swiss Post Solutions provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual and reproductive health choices, national origin, age, disability, genetics, military status, gender identity or expression, sexual orientation and/or any other status protected by law.

### **\*Must meet criteria**

Job Type: Full-time