

JOB DESCRIPTION

JOB TITLE	Document Preparation Assistant	
DEPARTMENT	Administration	DATE July 2010
RESPONSIBLE TO:	Dan Mitchell	
RESPONSIBLE FOR:	N/A	
PURPOSE OF JOB:	To organise, open, prepare and scan incoming post	
DUTIES	<ul style="list-style-type: none">• To accept delivery of post from Royal Mail and transfer it to the scanning area following Health and Safety guidelines• To open post and sort it into department/staff bundles• To remove all paper clips, staples, plastic folders etc. from paperwork• To organise paper files in such a way that they can quickly be scanned• Scan the post to the relevant person following the guidelines provided• To ensure any mis-scanned documents are rescanned and the mis-scan removed from the system• Once scanned to deliver paper post to York based staff• To follow the same process for DX as with Royal Mail• To accept and forward all electronically received faxes to their intended recipient• To provide ad-hoc scanning as required• To work as part of a team• To provide basic maintenance of the scanning equipment• To undertake training as required• To undertake any other appropriate duties as may be required	