



## **Trust Operations Temp – File Room/Scanning**

### **Job Brief**

This is a part-time position providing support to customers and the families they serve. This person will become a cross-functional team member within the Trust Operations Team providing support to both the trust and recordkeeping areas.

### **RESPONSIBILITIES:**

- Assist with appropriate destruction of files in accordance with company retention policy
- Support team in the completion of a variety of scanning and image storage projects
- Organize, prepare, upload and index documents in company imaging system
- Assist with daily contract filing including new contract, service and distributions
- Provide support on team projects as needed
- Consistently maintain a positive attitude and demonstrate positive behavior.

### **REQUIREMENTS:**

- Strong attention to detail and accuracy.
- High school degree or equivalent, post-high school education a plus
- Excellent written and oral communications skills
- Self-starter willing to work multi-task projects and processes
- Must be able to complete physical tasks such as lifting boxes and moving files