

# Scanner Operator

## **Employment Requirements:**

**Education:** High School Diploma or GED

**Experience:** Computer proficiency, data entry

**Knowledge:** Company practices and procedures  
Departmental production requirements  
Ability to function in and learn corporate procedures

**Skills:** Typing of 60+ wpm  
10 key by touch  
Personnel Test score of 20 or above

**Hours:** 12:30 to 9:00 Monday through Friday (Schedule may vary depending on need)  
Some Saturday and Sunday work is required during busy times  
Overtime (Occasionally as department needs require)  
Seasonal schedule  
Presence at a physical RFE workplace is essential.

**Environmental Considerations:** Work is performed in an office setting with normal temperature and environmental variations.

**Physical Requirements:** Standing, walking and/or sitting all day. Schedule may include periods of high stress and candidate must be able to handle responsibilities with little supervision. Employee must be able to make sound business decisions. Above average attendance is expected.

**General Job Description:** Under general supervision the employee performs duties that facilitate the operation of the Data Department in the fulfillment of customer orders on a day to day basis. Candidate will scan batched tickets from customers, pass scanned tickets to Data Entry and scan market base documents into system for visual referencing. Compilation of days work into files to be uploaded to mail files making school activity visible, sending credit cards to the bank are also requirements. Various clerical duties including answering evening phone calls run letters for various departments and backups to the computer system. In addition, employee must be able to function competently in an office environment in various areas. Employee must be able to work as a member of the team. Good attention to detail and sense of urgency. Presence at a physical RFE workplace is essential.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. The Scanner Operator will follow any other instructions and perform any other related duties, as may be required, by their supervisor.

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