

FILING/SCANNING CLERK

The position of Filing/Scanning Clerk forms part of the Systems Department comprising of 5 staff, an integral part of Trident Trust's Guernsey based office of approximately 60 staff.

The Systems Department is headed up by the Systems Manager.

The Filing/Scanning Clerk will report directly to the System Manager.

Duties

To provide filing and scanning services to all departments, ensuring the timely storage and consistent accessibility of documents.

The use of ViewPoint Document Manager plays a major part in the day-to-day scanning and indexing of documentation.

Duties to include, but not limited to: -

- Scanning and indexing of incoming correspondence, safe custody documents, statutory documents, CDD wallet documents, financial statements, finance, new business and general correspondence.
- Setting up new client files, safe custody wallets and CDD wallets.
- Closing down companies.
- Archiving of all client and general office filing for Secretarial Department to enter on the Archive Database System.
- Maintaining various filing systems within the office.
- Maintaining day filing system.
- Retrieving files for staff as and when required and ensuring logs are kept up-to-date.
- Putting all client files away in Lektrieva filing system at the end of each day.
- Opening/locking all filing cabinets.
- Ad-hoc project work.
- Other duties as may be assigned.

Skills Required

- Good self organisation.
- Common sense and good use of initiative.
- Uncompromising attention to detail.
- Conscientious.
- Keyboard skills – Outlook/Access/Word/Excel/Acrobat Adobe.
- ViewPoint Document Manager skills are an advantage.