

## **Scanning**

### **Candidate Requirements:**

- 1) Part-Time Position (Non-exempt)
- 2) High attention to detail
- 3) Strong customer service skills
- 4) Ability to meet deadlines
- 5) Ability to multi-task and be flexible in daily routine
- 6) Position requires strict confidentiality
- 7) Ability to use and/or desire to learn:
  - a) Microsoft Office Word and Excel
  - b) Outlook (particularly Calendar and Email)
  - c) GoldMine (contact management system)
  - d) Internet-based Fed Ex system
  - e) Binding machine
  - f) Multi-line phone system

### **Position Responsibilities:**

This position assists in supporting many of the functions of the Kidder offices and reports to the Manager – HR & Systems. While the incumbent may receive projects from several others on the support team, all not listed below should receive prior consent from manager. This position will work flexible hours including extended hours during certain times.

- 1) Responsible for preparing and scanning incoming statements using predetermined written procedures.
- 2) Prepare and scan incoming mail using predetermined written procedures.
- 3) Check fax machine and process incoming faxes.
- 4) Assist in copying, assembling and preparing enrollment packets for review and mailing by requestor as needed.
- 5) Scan enrollment material and client statements.
- 6) Fold and post quarterly invoices as needed.
- 7) Enter data into Excel spreadsheets on project basis as time allows.
- 8) Serve as back-up on front desk, including answering phones
- 9) Complete other duties and/or projects as assigned by manager.

### **Role within Kidder Benefits Consultants:**

Kidder Benefits Consultants, Inc.(KBC) is in the information delivery and consulting business. This type of business will succeed only if the level of service, communication and listening exceeds that of its competitors and provides the satisfaction clients deserve and need. To better serve our clients, we have set certain service standards regarding the timeliness of providing our information. We have also set certain service standards regarding the level and type of quality communication to clients, CPAs and centers. The role of this position is to provide outstanding customer service including the delivery and communication of the **correct** information within our service standards. The role of this position is imperative to ensuring that we meet our service standards, exceed the expectations of our clients, and ensure the continued success and growth of KBC and KA.

### **For more information or to apply, contact:**

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