

Records Clerk

Oce Business Services

Job Snapshot

Location:	17 Imclone Way Warren, NJ 08876
Base Pay:	\$11.00 /Hour
Other Pay:	Excellent Benefits
Employee Type:	Full-Time
Industry:	Insurance Printing - Publishing Office Supplies - Equipment
Manages Others:	No
Job Type:	Admin - Clerical Customer Service Distribution - Shipping
Education:	High School
Experience:	2 to 4 years
Travel:	None
Post Date:	2/16/2010

Contact Information

Contact:	Adrienne Reese
Ref ID:	Records-Beim

Description

Records Clerk

Interviews taking place now!

Oce Business Services is currently seeking a Full-Time **Records Clerk** to work at our busy office in the **Branchburg, NJ area**. This is a permanent, Full-time position. The hours for this position are 8:00 AM to 4:30 PM Monday through Friday. The salary for this position is **\$11.00 per hour + benefits**.

Our office is not accessible to public transportation.

This position requires the ability to climb stairways, lift up to 40 pounds and use material handling equipment.

Responsibilities:

- Handling of records processing, inventory, filing and retrieval in a warehouse environment
- Tracking and maintaining of hardcopy records physically and on a records management software system
- Process record moves including preparation for shipping or destruction
- Respond to record retrievals and handle searches
- Coordinate order and delivery of records from offsite vendor
- Physical review of legacy records for identification and data entry to records management system
- Provide reports on progress and newly added records description for review.

- Generate reports from records management system and review for eligible records destruction
- Ensure destruction reports are approved, prepare pick lists to pull cartons from storage and coordinate the secure destruction with records clerks and shredding vendor according to our records management policy
- File reports and documentation of projects and destruction
- Track completed destruction amounts on logs and spreadsheets
- Provide reports on production and records inventory

Requirements

Qualifications:

- Previous experience working with records storage is preferred
- Excellent organizational skills
- Computer proficient (knowledge of MS Excel required)
- Attention to detail
- Data entry experience or proficient typing skills with high accuracy required
- Strong written and verbal communication skills
- Excellent customer service skills
- Some experience with records management desired
- Team focused
- Ability to use light fork-lifts (training provided)
- Ability to lift up to 40 pounds, climb stairs and use tools to maneuver

Advancing document process management to a higher level

Oce Business Services is one of the world's leading providers of document process management services and technology to law firms, corporations and the public sector. Its spectrum of managed solutions spans the document lifecycle. These include print/copy, mail services, Six Sigma based performance management, records management and eDiscovery. CaseData is a division of Oce Business Services and one of the most experienced providers of eDiscovery, paper discovery, forensics and web-based review services for complex litigation and regulatory compliance matters. Oce Business Services' integrated capabilities allow it to serve enterprise-wide requirements with advanced technology, people and processes. By enabling organizations to manage and control document assets, Oce helps reduce costs, increase efficiency, mitigate risk and introduce innovation.

Please send your resume with salary requirements to:

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M/F/D/V

We offer stability, growth, and excellent benefits. You can learn more about our organization by visiting www.oce.com
