

# Document Scanning Operator

Central Manchester

National Minimum Wage plus company bonus.

**Pearl Scan** is a fast-growing document management company. We are looking for a bright, enthusiastic and hard-working individual to work in our document scanning and data capture bureau.

## THE ROLE

Duties include document handling, scanning, digitisation, data conversion and processing.

For the right candidate there will be an opportunity to progress onto a team leader and supervisory level.

Intermediate IT skills are essential; knowledge of Microsoft Office Suite is essential and the ability to learn new systems and software packages.

The applicant must be able to demonstrate good IT and communications skills and be able to work as part of a team as well as independently – full training will be provided.

## **The candidate must be eligible to work in the UK**

To apply, please send your CV and covering letter to [hr@pearl-scan.co.uk](mailto:hr@pearl-scan.co.uk)

If your application is successful, we will contact you to discuss the opportunity in more detail within 2 weeks of you contacting us. Therefore, if you do not hear from us within 2 weeks; then please assume your application has been unsuccessful.

**STRICTLY NO AGENCIES PLEASE!**