

Job Description

JOB TITLE	Digitisation & Document Management Admin Support
LEVEL/BAND	TC10
DEPARTMENT	Support
DIRECT REPORT (JOB TITLE)	Digitisation & Document Management Manager

Overall Purpose of the Position

To carry out various daily operational duties in connection with document management, being ultimately responsible for the centralisation of the Bank's documentation, whilst ensuring appropriate filing, scanning, classification, retrieval, transmission and disposal of different natures of Bank documentation.

Operational Responsibilities

- To ensure at all times appropriate filing of the Bank's documentation in line with internally laid down policies and procedures.
- To provide assistance in the co-ordination and transportation of Bank documents in archive boxes.
- To collect, sort, prepare, scan and file different types of physical Bank documents, whilst ascertaining that good quality digitised documents are well maintained in the Bank's internal repositories as laid down by the Bank's Document Management policy.
- To perform other standard routine office tasks including the processing of mail, answering phone calls and emails, processing of internal requests for documentation, reporting any malfunctions with the Bank's equipment and / or systems and the ordering of the necessary supplies.
- To assist the Line Manager and the Senior Officer in ensuring that the Bank's digitisation, document management and archiving system is appropriately followed and adhered to including the periodic destruction of material in line with the applicable legislation and internally laid down policies, standards, procedures and guidelines.

General Responsibilities

- To ensure full compliance with the Bank's policies, guidelines and underlying procedures at all times.
- To prepare, compile and submit any reports and/or participate in any projects, initiatives and activities as may be directed by the Line Manager / Senior Officer, from time to time.
- To ensure a high quality and standard of work and service at all times.
- To attend any training that may be required by the Bank from time-to-time.
- To attend any meetings when requested and take the necessary minutes.
- Performs any other duties that may be assigned and / or delegated from time-to-time by the Line Manager / the Senior Officer.
- To work collaboratively with other APS Bank's departments and functions as may be required from time-to-time.

Qualifications, Skills & Competencies

- **Mandatory**

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| Skill | <ul style="list-style-type: none"> • Self-motivated, able to prioritize assignments and can work independently. • Effective verbal and written communication skills with solid organization skills. • Be computer literate and conversant in MS Office applications. |
| Experience | <ul style="list-style-type: none"> • - |
| Qualification | <ul style="list-style-type: none"> • Ordinary / Intermediate level of education. |

- **Desirable**

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| Skill | <ul style="list-style-type: none"> • Be a team player, reliable, organized, meticulous and can work on own initiative. |
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- Good analytical, troubleshooting & interpersonal skills.
- Experience**
- Having knowledge of the banking environment and the different services offered with a specific focus on customer-related documentation would be considered an asset.
- Qualification**
- Ideally reading through a Diploma or its equivalent in a relevant area such as: banking, finance, business, commerce, or a related field.

Structure

