**Position Description:**

DataServ automates global B2B transaction processes delivering tailored SaaS solutions and services for H2R, P2P, and Q2C departments in multiple industries across 23 countries.

The Digital Mailroom Intern/On Call is responsible for preparing client current and back file documents for scanning into the DataServ software-as-a-service (SaaS) platform. This position can be a seasonal position working summer and school breaks or a temporary position working as an on-call employee. The DM Intern/On Call reports to the Team Lead for the group assigned.

**RESPONSIBILITIES:**

Essential Functions

* Prepares paper volume to be scanned for 100% of the shift.
* Improves department efficiency and accuracy through feedback.

Competencies

* Communication
* Trust / Ethical Practice

**WORK ENVIRONMENT**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, printers, scanners, telephones, photocopiers, and filing cabinets.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; talk or hear. The employee must occasionally lift or move office products and supplies up to 30 pounds.

**POSITION TYPE/EXPECTED HOURS OF WORK**

This is a seasonal or on-call, non-exempt position with days of work Monday through Friday and with hours scheduled around core hours of operation. This position is seasonal with work usually occurring during the summer or school breaks or on-call with work usually occurring on an as needed basis. Occasional evening and weekend work may be required as job duties demand.

**TRAVEL**

No travel is expected for this position.

**REQUIRED EDUCATION/EXPERIENCE**

* High school diploma or equivalent.

**ADDITIONAL QUALIFICATIONS**

* Ability and desire to thrive in a team-orientated, fast-paced environment.
* Comfortable with learning and using proprietary software.
* If developed into additional duties, may be required to meet specific production and accuracy goals.
* Must be able to occasionally lift up to 30 pounds.

**AAP/EEO STATEMENT**

DataServ is an equal opportunity employer/vet/disabled.

I have received a copy of this job description and reviewed the responsibilities of this position. I understand that if I have any questions about the duties or responsibilities of this position, I will speak to my Manager or Supervisor. Signing below constitutes my understanding of the requirements, essential functions and duties of the position.

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Employee Signature Date

**Please Note:** This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.