



IMMEDIATE FULL TIME OPENING: Integra Information Technologies, Inc. is a locally own and ran company that has been providing PaperLESS Business Solutions to our customers for over 35 years. We take great pride in the level of service we give our customers and looking for a leader to fulfill this opening quickly.

We are in need of a dependable, honest, and top quality person for our need of a **Paper Conversion Clerk**. This is a full time position, Monday through Friday, 8 am – 4:30 pm. Company benefits such as health insurance, dental insurance, FSA program, and 401(k) available after introductory period.

The Paper Conversion Clerk is a production type job. The Conversion Clerk must have the skills to prepare (prep) paper documents for microfilming or scanning as determined by each job's SOW (Scope of Work). At a minimum, it will require removing staples/clips, repairing tears, bent corners, wrinkles, moving any covered information, creating and/or inserting any required targets, make sure all documents are placed in the correct filming/scanning order and placed neatly in the box. Each clerk will be required to perform at certain standards of quality and quantity for each job, which will be determined and monitored by the manager.

The primary focus of a Clerk is to generate the maximum number of images for the company at the maximum level of quality for the customer so that the company is profitable.

We are looking for someone who is responsible and has a work ethic that is impeccable! We provide top services to our customers and in turn we have high standards for all our employees. We are looking for a person to join our team with the same qualities. We are a drug and alcohol free workplace.

Our application for employment can be found on our website www.IntegraECM.com. Please email applications to CRoeber@IntegraECM.com or fax them to 336-2722 attn: Courtney Roeber. Please accompany resumes with applications.