

BCRC, Inc.

Position: Records Management Clerical Support / Job Coach

Job Status: Full time, Monday – Friday, daylight hours, 7:30 a.m. – 3:30 p.m., some schedule flexibility required.

Location: Center Township, 131 Pleasant Drive 2nd floor, Aliquippa, PA 15001

Job Description:

- Reporting to the Coordinator of Records Management, this position will be responsible for assisting with activities related to indexing documentation, completing clerical tasks, and overseeing work completed by individuals with disabilities.

Key Job Responsibilities:

- Receive, sort, and forward documents
- Assist with related clerical duties such as photocopying, faxing, scanning, indexing and filing documents
- Read and review records/documents/books to determine key points and index them accordingly into a computer database
- Work independently and within a team on special nonrecurring and ongoing projects
- Provide some oversight of clients' work within the Records Management Department

Qualifications:

- High school diploma or equivalent
- Some post-secondary training / education preferred
- Excellent organizational skills and attention to detail
- Ability to work in a team environment
- Strong work ethic with high integrity
- Familiarity with Microsoft Office – Excel, Word, Outlook
- Experience working with individuals with disabilities helpful
- A valid driver's license
- Able to pass background checks and clearances