

## A E Yates Group

A E Yates Group require a new member of a team to carry out a short term project to digitise our hard copy archive.

**Job Type:** Temporary

**Required Education:** High school or equivalent

**Tasks include:**

Set up and maintain working areas to support the scanning operation.

Work to instruction to locate and retrieve boxes from the Archive store.

Inspect contents, compare with written guidance to select documents for scanning.

Operate and maintain a quarantine area.

Prepare selected documents for scanning; remove staples etc

Operate high speed scanner, including saving and naming pdf on desktop PC in accordance with written guidance.

Identify and label document bundles, keep records of their final location within the disposal area.

Prepare all processed documents for disposal.

Prepare redundant files and stationery for re-use or recycling.

Must be physically capable of lifting heavy boxes and manual handling - training given.

Requires a steady approach and an ability to work to written instruction

Minimum wage applies.

Please apply in writing with cover letter, complete CV and current salary to Vicky Whitehead, Managing Director, A E Yates Trenchless Solutions Ltd, or Helen Atkinson, Group HR Manager, both at Cranfield Road, Lostock Industrial Estate, Lostock, Bolton. BL6 4SB

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