

Document Specialist - Print / Copy / Scan

Regular Full Time
Latham, NY, US



Constructive Copy provides traditional legal copy services and a wide array of niche document services to several industries, including scanning, printing, eDiscovery and signage. At our core, we are problem solvers. We work hard to find solutions to our clients' challenges

Our fast growth has us in need of hard working, detailed oriented people who care deeply about providing excellent quality and service in everything they do.

Job Summary:

A Document Specialist supports the daily operations of the copy production, print production, scanning and finishing work. This position is responsible for producing client requested work in the most efficient and profitable manner possible while always exceeding expectations and meeting client deadlines.

Job Responsibilities:

- Operate high speed copiers, printers, and scanners to produce client requested projects while following all production SOPs
- Prepare documents for copy and scan projects
- Setup digital files for printing
- Manage project deadlines
- Color correct digital files to meet quality standards
- Learn to operate and maintain all production and finishing equipment
- Properly track all job totals so billing can be accurate
- Quality control projects to ensure desired results
- Communicate to production manager any supply or equipment needs
- Communicate project issues with production manager so they can be handled appropriately
- Maintain confidentiality of all client materials

Knowledge, Skills, and Abilities Needed:

- High school diploma or equivalent and 1-2 years of experience in the document services industry preferred
- Possess strong time management, communication, attention to detail and critical thinking skills
- Ability to operate desktop computer, scanner and other common office equipment including copiers, printers, etc.
- Basic math and computer knowledge
- Experience working with LAW Pre-Discovery and Adobe software preferred

- Must be able to stand or sit for long periods of time and lift up to 50lbs.
- Passion for producing quality work

Constructive Copy provides comprehensive training and solid leadership. Your personal growth and success are very important to the senior leadership team. Constructive Copy offers competitive pay, commensurate with experience. However, experience is not necessary as we do offer paid training. A benefits package is available upon hire. Constructive Copy offers paid time off (PTO), paid holidays, medical, 401K and supplemental AFLAC insurance.