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# Example of Scanning Clerk Job Description

Our innovative and growing company is hiring for a scanning clerk. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for scanning clerk

* Maintains accurate documentation of invoices for processing and storage
* Excellent reading and writing skills and good verbal communication skills
* Operate network high speed production scanner
* Perform document scanning and imaging tasks
* Utilize different research tools to located and validate client information
* Proactively determine assistance needs of employees
* Problem solving orientation towards meeting customer needs
* Honors confidentiality
* Prepare stock cards for all new and used vehicles
* Receive and process all paperwork from the F&I departments

## Qualifications for scanning clerk

* Proven experience to read and understand Distribution Records
* Maintain accuracy of required reports and metric logs
* Big Spring, TX 2 vacancies
* Strong keyboarding and windows environment PC skills required (Word, Excel and PowerPoint preferred)
* Associate Degree or at least 2 years undergraduate studies
* Critical thinking skills with ability to quickly capture new process