



Careers at GMCT: More than just a job

Join our diverse team dedicated to serving Melbourne's communities with integrity, respect, compassion and sustainability.

Scanning Officer

- **Region: North**
- **Primary location: Fawkner**
- **Casual contract – until September 2018**
- **Hourly rate - \$32.53 + super**
- **Tuesday to Thursday, 9am-5pm (negotiable)**

We are looking for a scanning officer to be part of our corporate information team based at Fawkner.

Your core duty will be to undertake routine tasks required as part of the GMCT Digitisation Project under the supervision of the manager corporate information.

Key responsibilities will include:

- preparing paper records for scanning (either in-house or ready for sending to the external digitisation service provider)
- scan paper records, ensuring best possible images obtained
- quality check images provided by external digitisation service providers
- prepare scanned images for loading to our image silo or EDRMS
- index scanned records to ensure maximum retrieval possible.

About you:

- Good interpersonal and communication skills
- Attention to detail that ensures accurate and up-to-date records are created and maintained
- A demonstrated ability to learn and follow written procedures
- Some experience in a records management environment is highly desirable but not essential
- Some experience in the use of digital scanning equipment is highly desirable but training will be provided.
- Some experience in the use of a computerised database is desirable but not essential
- Some experience with archival records is desirable but not essential
- Current driver's license (note that the successful candidate will be expected to use GMCT pool cars for business purposes as required).

TO APPLY:

Applications must address the key selection criteria and be submitted to jobs@gmct.com.au.

Closing date:
4pm Friday, 24 March 2017

This position requires the successful candidate to undergo a pre-employment medical and police check and values testing.

People of Aboriginal and Torres Strait Island descent are encouraged to apply.

GMCT is an Equal Opportunity Employer.

GMCT is a Supportive Employer of Australian Defence Force Reservists.



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ABOUT GMCT

The Greater Metropolitan Cemeteries Trust (GMCT) is custodian of 21 cemetery and memorial parks located within the northern, eastern and western suburbs of metropolitan Melbourne.

Established in 2010 by the Victorian Government following major reforms to Victoria's cemeteries sector, GMCT provides a broad range of cemetery and crematoria services to Melbourne's diverse communities. GMCT is committed to providing cremation, burial and memorialisation services of the highest quality, delivered in a way that shows care for people and sensitivity to their values and beliefs.