

## Paragon Advance Post Processor

### JOB SUMMARY:

Responsible for following tasks either individually or collectively: Initiating, status monitoring, quality checking, error correcting and post processing Electronic Data conversion/production projects. ONLY CANDIDATES WITH MS ACCESS, SQL and Database Management Exp will be considered.

### RESPONSIBILITIES & ESSENTIAL FUNCTIONS:

- Setup, monitoring, quality assurance and post production of data conversion projects using ESI processing software according to complex job instructions.
- QC: follow documented quality assurance rules and utilize personal analysis skills to guarantee highest quality review of digital images.
- Maintain thorough administrative documentation of actions executed during production process.
- Networking (network navigation; loading, manipulating, packaging data).
- Database management and manipulations
- Advanced troubleshooting and repair of software problems.
- May be required to work additional hours beyond regular schedule to meet customer commitments which may include evenings, weekends and/or holidays.

### REQUIRED CHARACTERISTICS:

- Understanding of many data types and data conversion methods
- Fluent/expert with Windows XP and other Microsoft operating systems
- Experience with corporate network navigation
- Proficient with Access, SQL
- Ability to handle multiple projects simultaneously
- Effective verbal and written communication skills
- Good organizational skills
- Strong attention to detail
- Flexibility in handling multiple projects simultaneously
- Ability to work independently
- Must be able to work well under pressure and detail oriented and organized.
- High School Diploma or equivalent.

Application and Tools Used: IPRO, Concordance, Summation, Relativity, MS Access, Outlook