



IMSCAN (IRELAND) LIMITED



#JOB-2393048

VAULT SECURE DATA MANAGEMENT L,



Unit 1, Jamestown Ind Est, Dublin 8, D08

RFK6



No of positions : 1



Paid Position



37.5 hours per week



13.50-13.50 Euro Hourly



22/05/2025



19/06/2025

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : [simon.rogan@imscan.ie](mailto:simon.rogan@imscan.ie)



Open your camera  
app & point here  
to view this ad  
online



## Records Center Team Member

### Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

### Job Description

Authority Level: To Act.

- Ensure all daily client work orders are filled upon receipt from Client Service.
- Process client onsite record reviews.
- Ensure Rush work orders are processed timely and accurately.
- Ensure proper container staging for Transportation Specialists prior to dispatch (AM and PM runs).
- Retrieve files, containers and tapes on a daily basis.
- Put up files (within 48 hrs of receipt), containers (within 24 hrs of receipt) and tapes (within 24 hrs of receipt) on a daily basis.
- Comply with daily maintenance and safety checks of all record center vehicles and equipment.
- Maintain assigned racking and row upkeep (containers and/or lids replaced and repaired, floors free of debris, notify Ops Manager/RC Coordinator of needed rack or lighting repairs required).
- Ensure regular PDT communications and process steps are completed daily for your assigned work orders.
- Edit all un-reconciled Communication Sessions daily.
- Locate all boxes/files listed on the Urgent Notification List.
- Help unload/load trucks/vans.
- Operate forklifts and/or pick lifts.
- Perform auditing per schedule or as requested.
- Process destruction orders per schedule or as requested.
- Attend all team and company meetings.
- Inspire others to provide heroic client service.
- Know and understand defined role in Company Disaster Recovery plan.
- Comply with all company policies.
- Advise Operations Supervisor or Manager of issues requiring management attention.

Level: To Act and Inform Routinely.

- Participate in safety drills and advise the Ops Supervisor/RC Coordinator or Manager of potential safety violations.
- Participate in security drills and advise the Ops Supervisor/RC Coordinator or Manager of potential security violations
- Advise supervisor of un-reconciled exceptions.
- Advise supervisor of needed facility repairs.
- Review daily workflow with supervisor.

Level: To Act and Inform Immediately.

- Advise supervisor of any workplace accidents.
- Notify supervisor immediately of any employee relations issue.

Shared Purview with Operations Supervisor

Authority Level: To Recommend and Act upon Approval.

- Purchase of Records Center supplies (boxes, shrink wrap etc.).
- Work overtime as needed and approved.

Authority Level: To Recommend.

- Recommend improvements to workflow or service that increases productivity or service for our clients or company.

Physical requirements:

- Routine lifting of 20 to 50 lbs. - (100 - 400 containers per day).
- Routine scanning of materials - (100 - 400 scans per day).
- Overhead reaching.
- Bending and stretching.
- Routine Pushing and pulling boxes and pallet jacks.
- Able to operate forklift and/or pick lift.

This job description outlines the major aspects of this position, but it is not a comprehensive list of every job duty. COO will assign other duties and tasks as required by the work.

### Career Level

- Entry Level