



Job Ref. No. **HRJIC493**

Position: **Document Management & Filing Clerk**

Terms of service: **Fixed term contract**

Jubilee Insurance was established in August 1937, as the first locally incorporated Insurance Company based in Mombasa in 1937. Jubilee Insurance has spread its sphere of influence throughout the region to become the largest Composite insurer in East Africa, handling Life, Pensions, General and Medical Insurance. Today, Jubilee is the number one insurer in East Africa with over 450,000 clients. Jubilee Insurance has a network of offices in Kenya, Uganda, Tanzania, Burundi and Mauritius. It is the only ISO certified insurance group listed on the three East Africa stock exchanges – The Nairobi Securities Exchange (NSE), Dar es Salaam Stock Exchange and Uganda Securities Exchange. Its regional offices are highly rated on leadership, quality and risk management and have been awarded an AA- in Kenya and Uganda, and an A+ in Tanzania. For more information, visit www.JubileeInsurance.com.

We currently have an exciting career opportunity for the position of a **Quality Control Clerk**. The role reports to the **Digitization & Records Manager**, in Life & Pensions Business and the position will be based in Nairobi.

Role Purpose:

The role is responsible for assisting in digitization of all physical documents that are received in Jubilee Life & Pensions Business into digital images, indexing them and uploading into the Document Management Solution (DMS) architecture for use by the business through automated workflows. The position holder will also be responsible for filing back all scanned media into archival boxes and properly labelling them ready for transfer to an Archival Centre.

Responsibilities:

1. Receive all paper documents from the various sources for a particular department
2. Proper documentation of all collected files for digitization
3. Prepare the documents for scanning i.e. unfold, remove pins, un-bind documents in batches
4. Scan the documents using Kofax Express software
5. Check quality of scanned documents and ensure high quality scanned images
6. Accurately index documents using the programmed parameters depending on type of document and business process
7. Properly restore and re-file the documents back to the agreed filing plan to the archival boxes
8. Label archival boxes as per the defined parameters
9. Submit daily report for work done

Functional Skills

1. Basic IT knowledge
2. Competent keyboard skills
3. Good communication
4. Ability to concentrate for long periods of time
5. Attention to detail

Qualifications

1. Certificate/diploma/degree in any field
2. Secretarial qualification

Relevant Experience

1. Archival experience
2. Data entry and indexing experience
3. Handled bulk digitization projects before
4. Experience with scanning software is an added advantage.(kofax, Kodak capture etc)

Applications to be sent to Recruitment@jubileekenya.com quoting the Job Reference Number and Designation given above before 17th March 2019
Only shortlisted candidates will be contacted.