

# CAREERS

**JOB TITLE:**

Client Services/Warehouse Records Specialist

**FLSA:**

Non-Exempt

**DEPARTMENT:**

Client Services

**REPORTS TO:**

Warehouse Supervisor

**SUMMARY:**

Under direct supervision of the Warehouse Supervisor, the Warehouse Records Specialist is responsible for performing document, client file, box storage, x-ray and/or pathology searches in records management software, File Trail, upon request. In addition, the Warehouse Records Specialist is responsible for processing all requests accurately, efficiently and in a timely manner according to protocols. The Warehouse Records Specialist must have excellent organizational and communication skills attention to detail and be able to follow all warehouse processes. The Warehouse Records Specialist must also utilize multiple programs to scan documents and upload the digital copies into a database. This includes the verification and quality control checking measures to ensure that these scans are correct and accurate.

**MINIMUM REQUIREMENTS:**

- College degree preferred, but not required
- Minimum of One (1) year of warehouse experience or comparable field preferred
- Strong communication/interpersonal skills, with ability to follow directions
- Attention to detail, self-motivated and be able to work independently
- Must be organized and have a positive professional demeanor with variety of people
- Strong working knowledge of MS Word, Outlook, Excel

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

“Essential duties” are primarily job duties that incumbents must be able to perform unassisted or with some reasonable accommodation made by the employer.

- Assist in organizing and maintaining records and storage area
- Process all records requests accurately, efficient and in a timely manner. This includes client files, box storage, pathology and x-ray records
- Perform document, client file, box storage, x-ray and/or pathology searches in records management software, File Trail, upon request
- Follow all warehouse processes and procedures
- Communicates any issues or concerns to Warehouse Supervisor
- Must be able to safely lift 50 lbs.
- Operate a pallet jack
- Works on special projects as needed

**WORKING HOURS:**

Work may require more than 40 hours per week to perform the duties of the position.

**WORKING CONDITIONS:**

Work is performed in a normal heated or air-conditioned office environment.

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements. This job description must not be misconstrued as a promise of employment, nor deemed as an employment contract. Motley Rice LLC is an Equal Opportunity Employer. We participate in e-verify.*