



 541 South Marine Corps Drive, Suite 214  
Tamuning, GU 96913

# WE'RE HIRING

TEMPORARY WORKERS



## JOB TITLE:

**Document Prepper / Scanner  
(Temporary Position)**

### Job Description:

We are seeking a highly organized and efficient Document Prepper/Scanner to join our team on a temporary basis for a large-scale document scanning project. The successful candidate will be responsible for preparing physical documents for digital scanning, operating high-speed scanning equipment, and ensuring the integrity and quality of digital images.

### Responsibilities:

- Document Preparation
- Document Scanning
- Quality Control
- Data Entry
- Document Handling
- Document Re-boxing and Destruction

### Skillset Requirements:

- Attention to Detail
- Technical Proficiency
- Organizational Skills
- Physical Stamina
- Problem-Solving Skills
- Confidentiality

### Education and Experience:

- High school diploma or equivalent required.
- Previous experience in a document preparation or scanning role preferred but not required.

### Contract Duration:

- Temporary position, expected to last 3-6 months depending on project needs.

### Work Hours:

- 40 hours per week, with potential for over time depending on project stages and deadlines.

## SCAN HERE



**TO VIEW FULL DETAILS**



Send us your RESUME &  
**APPLY TODAY!**



Send us an email  
[gbascon@qtg-guam.com](mailto:gbascon@qtg-guam.com)