



Title: Copier

Department: Opening

Reports to: Opening Department Manager

About Us

Our experienced staff understands the importance of expediency and accuracy. At Aegis Processing Solutions, our team has been providing exceptional service to nonprofit and fund-raising organizations across the U.S. for more than 25 years.

Description: Make copies per client work rules.

Responsibilities:

Copies

- Read notes and determine if client wants a copy
- Copy forms and checks and attach notes
- Sort copies by client
- Count copies by client
- Count copies for each client and record on time sheet

Coins / Envelopes / Cards

- Make samples for scale
- Weigh and record items on openers time sheets

Floater

- When copies are completed, floats to other duties as required:
 - Sort mail
 - Shake and dump openers envelopes and papers
 - Processes bounceback cards
 - Clean coins
 - Sort stamps