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**Title: Quality Control**

**Department: Data**

**Reports to: Data 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:** Final check for complete processing of received documents.

**Responsibilities:**

- Load beltline with documents that have been scanned
- Check for address corrections, credit cards, or flags that may be on back of documents run through scanner
- Write batch numbers on documents when errors are found
- Forward errors to be deleted from system
- Label and lift trays to be put back in storage