

Temporary Document Management Assistant (3 months)

Location: Edinburgh/ Aberdeen
Reporting to: Document Management Supervisor

Main Duties

To assist in the delivery of the services aligned within the Document Management department throughout the firm.

- To retrieve documents* and files from storage ensuring systems are updated accordingly and documents are checked out
- To regularly collect boxes and documents, ensuring systems are updated before returning them to storage
- To ensure storage system is up-to-date, sending boxes offsite when required
- Organising collections of documents
- To locate files, documents and boxes from offsite when required and ensure passed to requestor
- Scanning documents and electronic filing
- Follow procedures for document destruction
- Manage enquiries by email, telephone or in person
- Occasionally perform document management tasks in other offices
- Occasionally provide assistance to other Facilities teams

**Documents can be boxes or files containing Titles, Papers, Wills, Correspondence, POAs, Scripts, Insurance Policies, Company Books, Plans and physical items*

Key Relationships

Those within the Document Management team interact with employees across the business, both within fee and non-fee earning teams. As such, the successful candidate will need to be comfortable communicating with staff at all levels, including stakeholders.

Candidate Profile

Essential

- Confident IT skills
- Experience working within an office
- Ability to transport and handle large volumes of documents

Desirable

- Exposure to working in the Legal Sector
- Experience of working in a Document Management capacity

These duties reflect the situation at September 2021 and may be subject to reasonable change at a later date.

This job is a full-time temporary post based in our Edinburgh

Office. Please note that travel to the Aberdeen and Glasgow office may be required on an ad-hoc basis to support major projects.

Shepherd and Wedderburn is committed to protecting the privacy and security of your personal information that we collect as a “data controller”. The information provided by you will be processed in accordance with our GDPR Privacy Notice for Applicants and Work Experience Students. If you are successful in obtaining paid employment with us, we will hold your information in accordance with our Personnel Data Retention Policy, which will be provided to you at the relevant time.

We will process the information you provide solely for the purpose of evaluating your application for employment. The information will be disclosed to the interview panel (if relevant), your line manager (if appointed), and Human Resources staff members. We may contact any references provided for the purposes of discussing your application, and will ask your permission before doing so.

If you provide any information deemed to be “special category” information under the General Data Protection Regulation, we may use this as follows:

- *We will use information about your disability status to provide appropriate adjustments to the interview process.*
- *We will use any information provided in our diversity monitoring form about your race, colour, nationality, ethnic or national origin, gender identity, gender expression, social mobility background, religious beliefs, sexual orientation, any disability information, age, and marital/civil partnership status to ensure meaningful equal opportunity monitoring and reporting. Any analysis of this data will be done on an anonymous basis.*

Should your application be unsuccessful, the information provided will be deleted within 1 year of a decision not to progress your application.

If you have any further questions about how we process and store your information, or your rights in relation to this, please refer to our GDPR Privacy Notice for Applicants and Work Experience Students (available at www.shepwedd.com/careers/working-with-us/privacy-notice)