



Superior Solutions Incorporated

Superior Solutions Inc. (SSI), an innovative, rapidly growing company that provides IT, Administrative, Engineering, and Logistics Services, is seeking qualified **Records Management Clerks**.

Job Summary: These positions are responsible for preparing, assembling, reviewing, and maintaining all official manual file processes in support of customer requirements, to include set-up and log-in of new files, file tracking, and manual storage of files. Additionally, the successful candidates will maintain and update official files and documentation utilizing an automated electronic filing system. Candidates are also responsible for performing Quality Assurance (QA) analyses of assembled files to support QA reports; performing indexing and transferring of all inactive records for off-site storage; requesting retrieval of off-site records; and maintaining applicable manual and electronic tracking files, as required.

Qualifications: Must have a high school diploma or equivalent; ability to consistently lift up to 50 pounds; and at least one year of document/records management experience. Must have proficiency with Microsoft Office and the ability to learn new software. Must be detail-oriented, with the ability to enter data from source documents, prioritize duties, and maintain exceptional accuracy. In addition, ideal candidates must have effective communication skills, with the ability to work well within a team environment, as well as independently. Ability to obtain a security clearance.

Please send resumes to: career@ssihsv.com, or fax to (256) 534-8465, Attn: Human Resources Department.

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