



Summer 2017 PAID Internship/Part-Time Opportunity

Urban Innovation21 is a public-private partnership that boosts regional economic development through 21st century innovation-driven entrepreneurship. The Pittsburgh Central Keystone Innovation Zone (PCKIZ) is a program of Urban Innovation21. The PCKIZ internship matches undergraduate and graduate students with paid internship opportunities at local start-up companies. PCKIZ internships are open to students from Community College of Allegheny County, Carlow University, Duquesne University, and Point Park University.

Intern Title: Document Imaging Technician

Company: eDoc Technologies

Overview: eDocs is a leading provider of cost saving technology solutions automating your business processes through the use of the latest in Mobile Content & Capture. With a combined 40 years of industry experience and partnerships with the Industry elite, eDocs provides you the comfort of the best practices in Content Capture & Process Automation.

Location: Pittsburgh, PA

Tentative Start Date: June 2017

Internship Description:

eDocs has an immediate opening for a Document Imaging Technician.

- This Position requires strong focus on quality & attention to detail.
- Performing daily tasks to ensure all records are in compliance with eDocs and client specifications.
- Responsibilities include pickup/delivery of Documents (from letter size up to large map size), preparation of documents for scanning, scan of large & small format documents, indexing and QC to ensure data/documents are properly aligned in Clients Document Management Solution.
- Performing other related duties as required or assigned.
- 20-30 hours per week, between 9:00 – 3:00
- Grant Street location

How to Apply: If interested, please email a resume to Joan Hilton, at jhilton@urbaninnovation21.org

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