



## **JOB OPENING – DOCUMENT MANAGEMENT ASSISTANT**

Quantum Management Group, Inc. has an opening for a temporary-to-permanent position as a **Document Management Assistant** in its Clifton, New Jersey office. Quantum is an environmental consulting firm that specializes in managing environmental projects from an Owner's perspective.

This position currently involves reviewing/scanning/uploading/archiving environmental remediation related documents to various databases and digital libraries for clients. Quantum has an excellent on the job training and mentoring program that will allow the right person to make an immediate impact, while growing into a responsible and challenging position. Some travel will be required.

Minimum requirements include a Bachelor's degree or 1 - 3 years relevant experience in document management. Experience in Microsoft SharePoint and Access is a plus. Excellent computer skills are essential, including experience using Word, Excel.

### **Benefits Package:**

Quantum offers a complete benefits package (including health insurance, 401K plan, profit sharing, and performance bonus), competitive salary, and flexible work schedule.

Qualified candidates should reply to [employment@gmg-inc.com](mailto:employment@gmg-inc.com).

Visit our website: [www.gmg-inc.com](http://www.gmg-inc.com). Quantum is an Equal Opportunity Employer.

### **Job Responsibilities:**

Assist with file reviews, organizing files according to client's data management systems, scanning hardcopy files and reports and uploading the electronic files to databases and digital libraries. Additional responsibilities may be assigned as the applicant becomes more familiar with our administrative systems. Some work may be done at client locations. This job requires excellent organizational skills and attention to detail. Since the individual will represent Quantum to our clients, good communication skills and a professional demeanor are essential.