



We're **hiring!**

Join our team

Scanning Operative

Role: Scanning Operative – 1 month fixed term contract
Based: Aintree
Reporting To: General Manager

About Us

PAM Group are a specialist preventative healthcare business operating throughout the UK. The business was formed in 2004 starting in occupational health but has expanded into psychological health, health assessments and neurodiversity assessments.

We are a UK operator with 27 clinics throughout the UK and employ circa 600 colleagues. Our businesses autonomous and focused in their niche sectors, they are successful and we are embarking on a significant expansion plan to maximise our current resources and expand our services.

Our Business Unit PAM Health sells online products and services aimed at the physiotherapy, ergonomic and healthcare sectors. This business has grown recently through acquisition and we are now looking to drive it sales and brand awareness

Role

- ❖ Receiving sensitive documents that have been delivered to our premises
- ❖ Keeping documents in order to prevent mix ups
- ❖ Scanning documents on to the system
- ❖ Making sure the paperwork corresponds to the correct records
- ❖ Filing sensitive information accurately
- ❖ Uploading scanned documents onto the correct record on our online system
- ❖ Other administration tasks as required

About You

- ❖ You must have good computer skills
- ❖ Attention to detail is a must
- ❖ A high level of accuracy with the capability to process large volumes of data within agreed timescales

Our Values

At PAM we are passionate about people and delivering our Everyday Things That Matter Values and Behaviours to our customers and our colleagues. Our cultural philosophy is based on putting our people first, creating high performing teams who deliver great services for our clients.

We're looking for driven and ambitious professionals to join our team, who are just as passionate about our philosophy and values as we are:

- ❖ Hard Work & Enthusiasm; we believe hard work should be rewarded, we go the extra mile to achieve our goals and support each other and enthusiasm and passion are part of our DNA.
- ❖ Teamwork & Friendship; our colleagues share a sense of belonging; we understand collaborative working means better decisions making and we support each other to achieve common goals.
- ❖ Loyalty & Improvement; we are dedicated to personal and professional development. Our PAM Academy mentors' colleagues and provides support to help you be the best you can through offering a wide range of CPD opportunities.

If you're looking for your next career move and are wanting to work with a rewarding company, please get in touch with our Recruitment department for a confidential chat about joining the PAM Team. Recruitment@pamgroup.co.uk

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