



CUYAHOGA VALLEY  
CAREER CENTER

## Cuyahoga Valley Career Center

### Job Posting #5416 Log Sheet

**Job Posting Date:** 4/17/2026

**Employer Information:** Kelly Services  
**Contact:** Liliana Estrada  
999 West Big Beaver Road  
Troy, Michigan 48084-4782  
**Phone:** 248-362-4444 **Ext:**  
**E-mail:** liliana.estrada@kellyservices.com

**Main Business:** Temp Agency Professional & Industrial

**Job Title:** Imaging Specialist/ Warehouse

**Full/Part-time:** Full-Time **Job Hours:** 40

**Job Duties:**

Why you should apply to be an Imaging Specialist:

- Join a dynamic team in a service-focused environment that values collaboration and teamwork.
- Enjoy a clean and organized workplace that adheres to safety and quality standards.
- Gain valuable experience with advanced scanning technology and document management processes.
- Opportunities for growth and development, including training new Imaging Specialists.

What's a typical day as an Imaging Specialist? You'll be:

- Responsible for all document preparation and indexing, including sorting and preparing hard copy records for scanning according to specific client requests.
- Utilizing third-party software to scan hardcopy files into electronic images while ensuring quality.
- Performing quality checks on all scanned documents to ensure accuracy and addressing any quality issues.

**Compensation:** 18

**Special Notes / Additional Information:**  
This is a temporary assignment for 5 months for our Client Access Corporation

**Minimum Age Requirement?**

**How to Contact:** Email resume, Apply Online

**Seeking:**  
Adult /Job Seeker

**Program Area:**  
General

**E-mailed Job Posting on:** \_\_\_\_\_

**Notes:**