

Imaging Technician/Specialist

Company Overview

Roku Management Consulting (RMC) is a premier consulting and general contracting firm specializing in personnel, professional, and information technology services. Founded by a service-disabled veteran with a mission to create opportunities and provide exceptional customer service, RMC has rapidly grown, securing several federal contracts within three years.

Job description

1. Digitize images into databases for preservation and enhancement by imaging software.
2. Use hardware and software to fine-tune original digital image for color and resolution and perform quality assurance.
3. Store digital image files on various digital media.
4. Maintain records of workflow, image creation and storage of digital files.
5. Develop procedures for programming and execution of software to manipulate digital images.
6. Provide highly technical and specialized solutions to complex imaging problems.
7. Perform analyses, studies, and reports related to imaging.

Qualifications:

- Two (2) years or more of strong knowledge of records management.
- Approximately four (4) years of experience in a related field.
- Must be able to utilize Microsoft Office software (Access, Adobe, Word, Excel, PowerPoint, and Outlook).

Clearance: Public Trust Education:

Associates of Art (AA) or Associates of Science (AS) degree (or equivalent), and related industry certifications

Benefits

- Employer-provided paid Medical / Dental / Vision insurance.
- 401K plan.
- PTO
- 11 Federal Holidays

*****All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.*****