

Company Description

At Teknei we continue to grow! Teknei is a leading Software Engineering and Consulting company focused on offering solutions in different innovative areas within the IT sector. We are an IT Consultancy Company specialised in offering comprehensive services and innovative technology solutions. We have extensive experience in consultancy and management of IT-intensive processes, as well as our own technological solutions, which we design, develop and implement for our clients. The people who make up the company are our most valuable asset. We have an exceptional team of more than 700 employees in our offices in Bilbao, Donostia-San Sebastián, Vitoria-Gasteiz, Madrid, Seville and Albacete.

Information

 Deadline: 2023-12-03
 Category: Business

 Country: Belgium
 City: bruselas

Company

TEKNEI IT



Main functions, requisites & benefits

Main functions

To install the archival documents Physically in the conservation and installation units in accordance with archival standards. To support basic document preservation processes. To classify documents. To maintain indexes for classification systems.

Requisites

Bachelor in Documentation or related. Medium level of English. Knowledge of file management tools and ISAD standards.

Benefits

Incorporation in a business project in full expansion, a pleasant work team and remuneration according to the candidate's value.

