

Job Description



1. Job Details:

Job Title:	Optical Character Recognition Assistant	Reports to:	Head of Digitization
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2. Job Purpose:

To extract text in multiple languages from scanned images in order to create searchable documents.

3. Job Dimensions: Key facts and figures which give an indication of the scope and scale of the job.

Annual Operating Budget/Project Budget/Sales Revenue:	n/a				
Number of Staff Supervised:	0	Direct Reports:	0	Contractor/Others:	0

4. Key Result Areas:

KEY RESULT AREAS

- Prepare images and enhance text for OCR processing in order to achieve maximum OCR accuracy
- Perform Optical Character Recognition scanning of images containing Arabic and Latin characters
- Participate in the creation of font libraries
- Other tasks as assigned

5. Operating Environment, Framework & Boundaries:

Work hours, days, and locations will vary according to QNL requirements.

6. Communications and Working Relationships:

- Supervisor – regular contact to receive work instructions, guidance, and training
- Digitization team – contact as needed regarding quality control and project issues

7. Problem Solving & Complexity:

Able to identify issues and to use sound judgment in applying expertise and experience to analyze and resolve a range of problems.

8. Decision-Making Authority & Responsibility:

Work is largely of a routine nature. Operates within standardized practices & procedures and general work instructions, with supervision of progress and results.

9. Minimum Knowledge, Skills & Experience:

- High School education
- 2-5 years of relevant full-time work experience
- Knowledge of image manipulation and scanning software such as PhotoShop, ACDSee, ScanFix, is an advantage
- Knowledge of Optical Character Recognition tools such as ABBYY FineReader, NovoVerus 4 and Automatic Reader Sakhr 11 is an advantage. However, full training will be given for Arabic OCR and Latin OCR
- Ability to work with and easily adapt to new technology
- Tidy and well-organized approach to work
- Ability to work methodically and accurately without close supervision
- Good communication and interpersonal skills with a cooperative and flexible attitude
- Excellent Arabic and English skills; proficiency in additional languages an advantage