



Job Description

Job Title: Apprentice Technician

Department: Corporate Refurb Department

Reports to: VP Technical Service

FLSA Status: Non - Exempt
8:00 am – 5:00 pm, Monday – Friday (40 hours per week)

Essential Duties and Responsibilities:

Apprentice Technician:

- Confirm all firmware updates, reset all security features and test all functions of used device.
- Thoroughly clean used equipment.
- Review service history to be proactive with replacing short lived components.
- Replenish any supplies that are less than 20% full, test all functions of device and wrap in plastic once complete.
- Properly tag and attach all paperwork to equipment as soon as refurbishment is complete.
- Document the machine model & accessories for serial & ID numbers, meter readings, destination/origin of all outgoing & incoming equipment.
- Properly account for all inventories in possession.
- Maintain refurb area on a daily basis; keeping it swept, clear of cardboard, trash and organized.
- Adhere to Company dress code for service personnel
- Abide by the Company's published policies and procedures.
- Special projects as assigned by Supervisor.

Physical Requirements

- Must be able to carry at least 30 to 50 lbs.
- Job will require bending, squatting, kneeling, pushing/pulling and moving/lifting various equipment.

Qualifications:

To perform this job successfully an individual must have a good mechanical aptitude, some background in electronics, be familiar with a computer, and be able to lift 30 to 50 lbs. Must have the ability to communicate orally or verbally with employees, vendors and customers.