



Job Description

Job Title: Copier Technician

Department: Service

Reports to: Branch Service Manager or Regional Branch Manager

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

Summary:

Maintains a territory and has thorough knowledge of products and provides various operational support.

Essential Duties and Responsibilities:

- Service Ricoh, Konica Minolta and HP Digital copiers, fax machines and printers
- Manage a full field of assigned territory.
- Demonstrate the ability to connect and print from laptop computer.
- Maintain good customer relations through visits or telephone communications.
- Ensures the timely and accurate preparation of reports.
- Performs periodic inspections of vehicle parts stock and tool bag.
- Provides assistance to management as required.
- Keeps informed of new products and other technical developments.
- Coordinates service activities with dispatch, field personnel, management, sales personnel and customers.
- Must be able to communicate professionally with customers and employees.

Physical Requirements

- Must be able to carry at least 30 to 60 lbs.
- Job will require bending, squatting, kneeling, pushing/pulling and moving/lifting various equipment.
- Driving company vehicle to customer locations

Qualifications:

Requires two-year Associates degree in Electronics or two to four years' experience in related electronic field. Must pass basic electronic skills test.