

Copier Technician is responsible for maintenance of our customer's copier equipment. This includes: Planning copier service work; maintaining copier parts and supplies inventory; maintaining customer rapport; determining causes of copier failure; correcting copier malfunctions; preventive maintenance; verifying copier functioning; documentation of service actions; keeping up to date with job knowledge; accomplishes organization goals. The ideal candidate will have excellent, electronics skills, communication skills, motivation, work habits and administrative skills.

The MIS Technician is responsible for the daily support of site-specific network and workstation printers / copiers. This position responds to escalated support requests or management support requests and needs, with the primary focus being customer service and the ability to help, regardless of whether the problem is technical, user error, or training.

The MIS Technician is responsible for thoroughly documenting all relevant information to the support request ticket in a database upon closure of the ticket, or upon escalation of any network, personnel, and end user issues that may impact customer satisfaction.

The MIS Technician is responsible for following all Help Desk Standard Operating Procedures that pertain to the particular client site they are supporting.

Delivery Driver drives our company vehicle over established route to deliver our products to customers. This job includes but is not limited to: Setup of equipment at the customer location, test equipment to insure properly working, Troubleshoot issues over phone, record delivery information and keep company vehicle in good condition.