COPIER TECHNICIAN

60 Enter Lane / Islandia, NY 11749 / www.shoreos.com
Telephone: (631) 531-8777 / Fax: (631) 531-8333

Note: This is not an I/T position.

Shore Office Systems Inc. provides customers with digital copiers, printers, faxes, and color copiers, which are essential to business communications. We employ the most responsive sales, service and support staff in our industry and are looking for positive, motivated, career-oriented individuals who share our only goal, to be #1.

The copier technician is responsible for on-site customer repair and maintenance of Sharp analog and digital copiers, fax, multifunctional and connected digital products.

RESPONSIBILITIES:

- Performs preventive maintenance and adjustment of photocopiers
- Repairs photocopiers copiers at the site location. Includes complex disassembly, cleaning, and replacement of individual parts, reassembly, testing and adjustment.
- Troubleshoots equipment to determine the cause of malfunctions. Estimates parts and labor for repair. Researches the current cost of replacement equipment and recommends repair or replacement of the equipment.
- Maintains work area and tools clean and neatly organized.
- Performs related duties as assigned within classification.

Job Requirements

- Applicant must posses experience in electronic repairs
- Must have car and clean drivers license
- Exceptionally skilled in organization, attention to detail and effective prioritization of duties
- Ability to work independently and as part of a team
- Must be positive, outgoing, self-motivated and committed to building and maintaining strong customer relations
- Assistance with delivering office equipment, heavy lifting may be required

Shore offers:

- Excellent salary
- Outstanding benefits package
- Ongoing training opportunities
- Excellent holiday/vacation plans
- Employee Referral bonuses
- State-of-the-art office products
- Visible, exciting work supporting the sales of cutting edge technology and workflow solutions.

Shore Office Systems is Proud to be an Equal Opportunity Employer M/F/V/D Committed to Affirmative Action.

We look forward to hearing from you.

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