



Business Products, Inc.

Title: Equipment Installation (Delivery Driver/ Shop Technician)

Department: Service

Reports To: Manager

Division: Sacramento, CA

Position Status: Non-Exempt

As Equipment Installation (Delivery Driver/ Shop Technician), you will be responsible for new and used office equipment preparation/set-up and delivery.

Essential Functions:

- Unbox, set up, calibrate and adjust new and used office equipment
- Work with administration, sales and service departments to complete office equipment orders
- Complete and submit all work generated paperwork in a timely manner
- Diagnose and repair malfunctioning office equipment
- Clean and replace parts on office equipment
- Assist with pre-delivery and preventative maintenance inspections on all new and used equipment
- Lifting, moving, installing or removing large and heavy office equipment as needed – 50-300 lbs. – on casters with a partner(s)
- Must be safety orientated at all times
- Deliver office equipment to customers (locally or distant locations) as needed
- Load or unload delivery trucks daily
- Strong communication and customer service skills
- Self-motivated with a strong work ethic and attention to detail
- Ability to work in a fast pace environment
- Must be able to work in a team environment with customers and fellow employees
- Assist in keeping work/shop area clean and organized
- Professional appearance is a must
- Ability to work overtime to fulfill workload requirements as needed

Knowledge, Skill and Experience:

- High School diploma or equivalent
- Prior delivery and shop experience required
- Experience in field service repair and connectivity skills a plus
- Skills Required: Ability to multi-task, Attention to Detail, Problem Solving, Friendly Disposition and Motivated. Must work well under pressure and with specific deadlines
- Proficient in Microsoft Office suite
- Must have a valid driver's license with a clean DMV record
- Successful applicant must pass a post-offer background check and drug/alcohol test as a condition of employment

We offer a Competitive Salary, Excellent Benefit Package (including medical, dental, vision, and life insurance). 401k package. Generous Holiday Schedule. In addition, we provide tuition reimbursement, on-going training, and company events.