

4 The Office

A Division Northeast Print Supplies & Equipment

457 North Main Street Pittston, PA 18640

Toll Free: 1-866-710-2679 Toll Free Fax: 1-866-716-0447

Email: info@4theoffice.net Website: www.4theoffice.net

Position: Full-Time Copier and Printer Field Service Technician

Location: Northeast Pennsylvania

One of the fastest growing Office Equipment and Supply Companies in Northeast Pennsylvania is currently seeking to fill a Full Time Copier and Printer Field Service Technician position.

Primary Responsibilities

- Perform required service, installations, re-installations, maintenance, and repairs on Customer equipment.
- Proactively Interact with Customers to ensure 100% Customer satisfaction following established procedures.
- Properly update call status and complete all required paperwork.
- Process Manufacturer's Warranty Claims via the internet when required.
- Hours for this position will be Mon-Fri from 8:00 am to 5:00 pm

Qualifications

- Must have prior experience working with Kyocera, Sharp, Canon, Hewlett Packard or Lexmark products.
- Willingness to operate efficiently and maintain proper record keeping/reporting.
- Excellent written and verbal communications skills.
- Computer, internet and Microsoft Office Products (Primarily Word & Excel) experience.
- Must possess basic Network Skills such as the ability to install a printer and troubleshoot network printers
- Must possess the ability to set up and troubleshoot network scanning (primarily Scan to Email and SMB Scanning)
- A vehicle will be required for this position.

Compensation and Benefits

- Hourly Pay commensurate with experience.
- 10 Paid Vacation Days
- Health Insurance
- Monthly Auto & Cell Phone Allowance

Contact Information

Please forward you resume to info@4theoffice.net or call 1-866-710-2679 to schedule an interview.

