Job Opportunity

# Apprentice Printer / Photocopier Technician

Digital Office Limited is a well-established supplier of Multi-Functional Printers, Scanners and Printers based in the West Midlands, we now have a requirement for an apprentice technician. The ideal candidate will be trained on the following Products - Ricoh, Sharp and Canon Multifunctional Devices.

# Must Haves :-

Sound IT knowledge

Good communication skills Excellent time keeping Smart appearance Friendly nature.

# Duties & Responsibility to be trained in: -

* Providing routine service and maintenance to copiers, scanners, printers.
* Troubleshooting and repairing malfunctioning Photocopiers.
* Writing diagnostic reports.
* Providing demonstrations and customer training.
* Managing orders and stock of new equipment, parts, and materials.
* Providing excellent customer support and service.
* Managing schedules and customer emergencies.
* Setting up and installing new MFP’s and management software.

Hours: Monday to Friday, 37.5 hours per week. Job Type : Full time, permanent.

Location : Digital Office are based in Dudley, West Midlands, but engineers will be required to travel to other locations within the UK from time to time.

Holiday : 21 days + Bank Holidays per annum. Salary : £17,000.00 - £22,500.00.

A fully expensed company mobile phone will also be provided, along with a company laptop and when appropriate a company vehicle or car allowance.

Applications/CV`s should be sent to Simon Beresford, 3 Ionic Park, Birmingham New Road, Dudley, DY1 4SR. s.beresford@digitaloffice.co.uk 07957 365266 / 0333 433 0007.

H e a d O f f i c e

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