



Job Title: Service Engineer

Area of Interest: Install – Maintenance - Repair

City: Buffalo

State: New York

Job Description: Copier Fax Business Technologies, Inc. is currently seeking a polished individual who can thrive in a fast-paced environment to service our award winning products. You will be responsible for repair and maintenance of our analog and digital copiers, facsimiles, multifunctional and connected digital products.

Responsibilities:

- ❖ Maintain tool kit, supplies, and accurate inventory for assigned territory.
- ❖ Perform preventative maintenance and adjustment of photocopiers.
- ❖ Repair of these machines includes complex disassembly, cleaning, and replacement of individual parts, reassembly, testing and adjustment.
- ❖ Troubleshoot equipment to determine the cause of malfunctions and estimate parts and labor for repair.
- ❖ Provide sales support as required.
- ❖ Accurate completion of invoices and expense reports in a timely manner.

Qualifications:

- ❖ 2-4 years of experience related to technical/repair of business equipment.
- ❖ High school and/or Technical School graduate or equivalent experience.
- ❖ A+ and/or Network+ Certification a plus.
- ❖ Applicant must possess some knowledge of computers and electronics, computer/digital technology or related fields.
- ❖ Scope of model knowledge: B&W digital copiers, Color Copiers, printer and fax repair.
- ❖ High degree of initiative.
- ❖ 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.

Benefits:

- ❖ Competitive salary.
- ❖ Outstanding benefits package (inc. medical, dental, life insurance)
- ❖ 401(k) plan with matching company contribution.
- ❖ Excellent holiday/vacation plans.
- ❖ Ongoing professional development training.
- ❖ State-of-the-art office products.
- ❖ Visible, exciting work supporting the sales of cutting edge technology and workflow solutions.

**Copier Fax Business Technologies is Proud to be an Equal Opportunity Employer M/F/V/D
Committed to Affirmative Action.**

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