



JOB DESCRIPTION

Workshop Trainee – Photocopier Engineer

THE AIM

To assist and carry out preparation and setup of new & used equipment to an efficient standard, including fault diagnosis to resolution, refurbishment of machines, as well as general workshop duties as given.

THE PERSON

- GCSE English & Maths (or equivalent).
- Able to communicate across all levels.
- Excellent organisation skills.
- Good attention to detail in written, oral and practical.
- Mechanical ability, or a desire to learn.
- Smart appearance, and to be able to work on own initiative, as well as a team player.
- Interest in Technology and IT.
- Polite, courteous and well presented.

ESSENTIAL

- Basic IT Knowledge.
- Able to communicate across all levels.
- Good Organisational Skills.
- Physically fit, and able to lift and manoeuvre heavy equipment.
- Full Clean Driving Licence.

DESIRABLE

Basic mechanical interest or a willingness to learn.

RESPONSIBLE TO

Service Manager.



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SUMMARY OF THE JOB AND KEY RESPONSIBILITIES

- Ensure there is always equipment in the showroom configured and set-up correctly.
- Refurbishment of Konica Minolta machines to the desired level.
- Willingness to learn new functionality of equipment, and software, and its interaction with the equipment.
- Fault diagnosis and effective repair of equipment.
- Setup & configuration of new equipment.
- To enable effective training, a structured amount of online training will need to be completed. You will be expected to study and complete for online examinations, in order to be able to develop the skills and expertise required to progress this role to the desired levels.
- Unpacking of goods/deliveries.
- Ensuring the warehouse is clean, tidy and health and safety is maintained at all times.
- Follow procedures for machines being returned from customers.
- Complete all workshop paperwork accurately and concisely.
- Help with machine installation and collections, as and when required.
- Have an understanding, and know how our stock control works, for absence cover.
- General Warehouse & any other duties/instructions as and when given.

HOURS OF WORK

Monday to Friday 8.30am to 5.00pm (1/2 an hour for lunch). However, taking into account the customer-driven nature of the business, it is expected that you will be flexible, according to the needs of the business, to enable you to attend meetings and respond to customer requirements.

HOLIDAY

20 days per annum. For every year you work for the company, you will receive one extra day, up to a maximum of 5 additional days. So, after 5 years' service, you will be entitled to 25 days holiday.

SALARY

£Negotiable.