

**Job Description: Xerox Copier Technician**

Xcel Office Solutions is seeking a full-time Xerox Copier Technician to service Lawton, Oklahoma and surrounding areas. He or she will be responsible for the maintenance and repair of Xerox copiers, multifunction printers, and facsimiles. The ideal candidate must be self-motivated and able to troubleshoot issues efficiently. He or she must have a professional, yet friendly, demeanor and the ability to establish rapport and communicate effectively with customers.

The owners of Xcel understand that hard work is critical to delivering an exceptional customer experience, and they expect it from every member of the team. In turn, they provide a flexible working environment and empower their employees to take ownership of their own careers. This is a great opportunity to join a solid organization with a proven record of success. Interested candidates should submit resumes to [jhall@xceloffice.com](mailto:jhall@xceloffice.com).

*Xcel Office Solutions is Oklahoma's premiere technology company specializing in delivering the latest office technology, enterprise workflow and document management solutions, and managed IT services to small to mid-sized businesses. Xcel Office Solutions is proud to partner with Xerox, whose impeccable reputation for innovation, quality, and ease of use has made them the industry leader. To learn more, please visit Xcel online at [www.xceloffice.com](http://www.xceloffice.com).*

**Responsibilities:**

- After training, must be able to service color and black & white multifunction systems
- Perform maintenance and repairs on assigned products including technical diagnostics, break/fix, installation, removal and customer call assistance
- Manage inventory of parts, call activity and perform associated administrative tasks
- Provide customer training on assigned products in accordance with current field procedures

**Qualifications:**

- Degree in electronics or other related field (preferred but not required)
- Industry related experience on Xerox or Hewlett Packard equipment (preferred but not required)
- Proficiency using MS Office Suite (PowerPoint, Word, Excel & Outlook)
- Professional appearance and demeanor
- Valid driver's license and proof of insurance
- Solid employment history

**Benefits:**

- On-the job training
- Cell phone and car allowance included
- Health, life, dental, vision insurance
- Long- and short-term disability
- IRA plan and profit sharing
- PTO and Sick Pay
- Opportunity to build a career with an industry leader, local company and dedicated employer
- Must be able to travel