

Service Intern

Advanced Imaging Solutions Inc. is a local provider of the most comprehensive suite of Office Technology Products and Services in Northern Indiana and Southwest Michigan. We are in search of skilled individuals to become a part of our growth and expansion. With a combined total of over 100 employees, we offer products and services that include the following: Office and Production Print Equipment Repair and Maintenance • Document and Print Device Management Software • Managed Print Services • Product Portfolio includes Dell, HP, Canon, Ricoh/Lanier and the related Service and Support

Job Functions:

- Learn basic prep procedures: Securing base machine to lower cabinet or system stand / making sure supplies are with device.
- Recycle packaging and clean up after set-up.
- Cleaning and evaluation of ReNew devices.
- Ordering parts for rebuild of all ReNew Devices.
- Learn basics of printer and copier process.
- Learn basics of networking devices to test print.
- Learn how to remove basic components of devices / fuser / drum units / feed units.
- Reinstall parts and test cannibalized equipment.
- Remove parts from parts machines.
- Supervised rebuilding of basic components.
- Assist Parts Manager with stocking, organizing, labeling and picking parts for technicians and customers.
- Periodically assist Customer Care in answering customer calls to provide a break for team meetings. Requires some E-Automate (ERP) training.

Additional Duties:

- Continuous training to expand knowledge of new technology and equipment.
- Ability to lift up to 50 pounds and move (bend, twist, kneel, etc.) to access all components of equipment.

Job Type: Service Intern – Part Time