



Set-Up Technician Posting

July 2023

Do you enjoy technical, hands-on work?

Do you thrive in a fast-paced work environment?

Are you looking for a long-term career at a Company who values your contributions?

If YES, then check-out this opportunity!

Who We Are

Bishop Business is a premier office equipment company providing copiers, printers & software solutions to local businesses. Operating for over 68 years, Bishop's is a proud Omaha-owned business, with 4 locations and growing in Omaha, Lincoln, Norfolk and Lawrence, KS. With a great reputation for providing exceptional service, Bishop's vision is to "WOW" our customers time and time again with unsurpassed service and value... and we hire individuals who model our heartbeat and values. Powered by a productive and close-knit group of employees, Bishop's naturally embodies a rewarding and fun work culture.

The Opportunity

As a key role between sales and operations, the Set-Up Technician balances the priorities of sales with the scheduling demands of operations. This position sets-up copiers and printers from the factory to match each customer specified requirements.

The most successful candidates have Industry, Technical and/or Service Technician experience.

Job Responsibilities

- Set up multifunction devices (copiers) and printers:
 - Configure factory machines according to each customer specification
 - Close e-automate call and update Laserfiche in a timely manner
- Organize and clean Set-up area and Warehouse
- Ability to lift 100 lbs with assistance
- Push up to 500 lb copiers on casters
- Other duties as assigned

Required Skills

- 1+ year of previous copier/printer Set-up or Service Technician experience preferred
- Mechanical and/or technical skills to put together multifunction devices (copiers) and printers

- Troubleshooting skills to diagnose technical problems, especially on used machines
- Networking hardware and software knowledge preferred
- Proven ability to multi-task and work under fast-paced environments while maintaining accuracy
- Possesses a customer first mentality, with ability to switch priorities to meet customer demands
- Proficient computer knowledge, and familiarity with Microsoft Office Products
- Excellent communications and follow-up skills
- Excellent organizational and time management skills.
- Ability to work autonomously to complete work, while still being a team player on a larger team to meet business goals.
- Portrays a professional attitude, conduct and appearance.
- Must pass a pre-employment drug test and background check.
- Must possess a valid driver's license.

Comprehensive Benefits Package

- Competitive Wage
- 401(k) retirement plan with 4% company contributions
- Health & Dental Insurance
- Paid Life and AD&D Coverage for Employee, Spouse and Children
- Paid Holidays
- Paid Time Off
- Short-Term Disability, Long-Term Disability & FSA options
- Fun, family-like atmosphere with an emphasis on culture! Loads of company-wide contests and activities!

Apply Today

Learn more about Bishop Business at <https://www.bb.ec.com/>! Bishop's is an equal opportunity employer, and we want YOU on the Team!