

NOW HIRING: Copier Technician & Technology Leader
Office Service Inc. – Ogallala, NE

Join our fast-paced, friendly team and take the lead in keeping our technology, copiers, and customers running smoothly!

What You'll Do:

- Attend online copier training & Lexmark University
- Troubleshoot, repair & maintain copiers, office equipment, and tech products
- Deliver, install & set up copiers same day
- Manage toner/supply inventory & service calls
- Provide outstanding customer service & training
- Update computers with the latest technology
- Design & print graphics projects (business cards, banners, etc.)
- Assist with bids, clerical reports, and online monitoring of equipment
- Maintain furniture displays & assist with deliveries
- Keep social media & website shopping updated
- Learn all store functions to keep business running seamlessly

What We're Looking For:

- Experience with Excel, QuickBooks, Microsoft, and Canva
- Ability to multitask, stay organized, and work with precision
- Strong troubleshooting skills & compassionate customer service
- Able to lift 50 lbs and help unload freight

We Offer:

- Employee-paid health benefits
- Paid holidays & vacation
- Monday–Friday, 8–5 schedule
- A supportive, fun, and technology-driven workplace

 Apply in person at **Office Service Inc., Ogallala, NE** or visit **officeserviceinc.com**