



## Mail and Copy Clerk

Do you enjoy working with customers and building professional relationships?

Do you thrive in a fast pace office environment?

If so, we would love to speak with you about joining our professional outsourcing team!

### POSITION PROFILE

Ricoh is currently looking for career-oriented individuals to help provide entry-level office support services within our customer locations. The On-Site Customer Service Specialist's primary focus is building relationships with customers while providing important office support. In this position you will be responsible for providing copy/print services, mail services, shipping and other office related tasks. To help you thrive, Ricoh provides an award-winning training program, an excellent support structure and a comprehensive benefits package.

### JOB DUTIES AND RESPONSIBILITIES

- Runs high volume copy machines and performs binding and finishing work.
- Ensures convenience copiers are working properly, checking for quality via daily inspections. Clears paper jams and informs technicians of specific problems.
- Performs all repair service on customer copier equipment.
- Maintains records for management reports and inventories of supplies needed.
- Distributes office supplies, fax transmissions and mail to company personnel and/or designated drop-off points as required.
- Calculates charges for jobs performed and maintains some billing logs.
- Responds to and coordinates all service calls required by customer.
- May perform filing duties in conjunction with specific customer requests.

### QUALIFICATIONS (Education, Experience, and Certifications)

- The ideal candidate will have basic Microsoft Office skills, a High School Diploma or equivalent experience.
- Exceptional customer service skills are a must!
- Related copy/mail/clerical experience is preferred.

If you want to demonstrate and develop your talents, Ricoh offers an excellent career path and the chance to work with a dynamic team and company! For immediate consideration, please apply online.

For more information please feel free to contact me at [kelly.french@adp.com](mailto:kelly.french@adp.com)

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