



“YOU CAN DEPEND ON U.S.”

In-house Service Engineer

USBUS has been an award-winning provider of office equipment and services in North Central Indiana and Southwest Michigan for the last 25 years. We have been supporting our clients with products and outstanding service to ensure they have the tools to communicate and share documents quickly and efficiently. Do you want to work for a company that values your efforts? U.S. Business Systems might be a place to find your ideal career and get yourself to the next level!

Knowledge, skills and abilities of the successful candidate to include:

- Hardworking, customer focused, self-motivated individual.
- Strong electromechanical aptitude with computer skills.
- Maintain positive, professional behavior and project a positive and supportive image of self and USBUS.
- Effectively work with entire Services team.
- Receive, un-box, assemble, test, and prepare all new product.
- Clean, repair, assemble, test, and prepare all used product to established quality assurance standards.
- Perform administrative functions in eAutomate to support the set-up process
- Physically move products on-site and off-site as needed.
- Accurately and completely follow set-up checklist/guidelines
- Receive and ship supplies and packages daily.
- Give meticulous attention to detail on all projects.
- Receive assignments and direction from the Service Operations Manager.
- Must be able to work with minimal supervision.
- Escalate in a timely manner situations to the Service Operations Manager and Sales when needed.
- Properly complete paperwork in a timely manner.

Job Qualifications and Requirements:

- Associates degree, technical certification, or 2 – 5 years related experience.
- Valid driver's license and clean driving record.
- Must be able to lift up to 100lbs.
- Very good time management skills.
- Ability to perform under pressure and work well in a team environment.
- Very good written and verbal communication skills.

What employees get out of a career with USBUS:

- Thorough training and development (on-the-job, online, vendor run product and application training, in-house classroom).
- Fair compensation.
- Medical, Life, Vision insurance available.
- IRA available with company match.
- Paid time off.
- Company issued lap-top.

Apply by submitting resume to jobs@usb.com