

Capital Document Solutions – Job Description

Vacancy: Installer/ Store Person

Place of work: Aberdeen Branch

Position: Immediately available

Main hours: Mon-Fri 8.30am-5.00pm

Purpose of the job

We have an immediate vacancy for an Installer / Store Person as a result of increased activity at our Aberdeen branch situated in Virginia Street. This is a permanent position.

The installation role requires someone with mechanical aptitude who will be trained in our workshop on how to install multi-functional copier, printer and scanner devices (MFDs) in customers' premises. A good driving history and clean licence is essential to be able to regularly drive a 3.5 tonne Luton large wheel base van and ensure its safe maintenance. You will also be physically able to cope with the loading and unloading of large office equipment and relocating it within a wide variety of customer premises in the North of Scotland.

The stores role consists of managing the daily receipt and issue of equipment and consumables and the maintenance and control of the Company stores. You will also assist the Branch Manager in the general maintenance of the building, changing light bulbs, keeping the yard clean and weeded, etc.

Previous manual handling, banksman, and stair crawler training experience would be an advantage in both roles, although training will be given, including first aid.

Excellent customer service is very important to us and you will represent the company when installing machines in customers' premises. We require a naturally helpful, willing individual, who is organised, methodical and computer literate. Full health and safety training will be given. Some engineering training may take place in our Edinburgh HQ.

Main duties:

- Delivering and installing Office Equipment as detailed above
- Receiving, checking, storing, handling and issuing of consumables and machinery
- Maintenance of stock records and stock levels
- General building maintenance
- Occasional parts / consumable deliveries

Key Requirements

- An interest in electronics / electromechanics / mechanical aptitude
- A logical approach to tasks
- A full, clean driving licence and driving experience is essential
- High level of fitness required for manual handling of large devices
- Stores experience an advantage but not essential
- Microsoft office user with Excel knowledge
- Hands-on general maintenance ability
- Smart, tidy appearance and good communication - customer facing

Benefits

- 23 days annual holiday and 8 public days, increasing after 2 years' service
- Main hours: Mon-Fri 8.30am-5.00pm
- Auto enrolment into the company pension scheme
- 3% personal and 3% company contribution towards your pension
- Health & Safety and environmental training
- Clothing and safety equipment provided
- Health & Safety Training
- Staff parking

The Company

Capital Document Solutions is Scotland's largest independent supplier of office equipment – copiers, printers, scanners – and document solutions, with 200 employees working out of Edinburgh, Glasgow, Aberdeen, Dundee, Inverness and Shetland. As digital technology has developed, our products have expanded to provide clients with the best equipment and software to manage their digital and print requirements. We are a leader in our field and also one of only 7 approved Scottish Procurement suppliers, with a range of electronic document solutions that produce, manage and distribute documents cost effectively for both the private and public sectors. Our reputation in the industry is second to none and has been built upon over the years by our highly trained staff. Capital has grown significantly since being established in 1979 and acquired Highland Office Equipment in Inverness last year.