JUNIOR AGENCY ANALYST

Posting ID: EM194084F1
Company: Xerox
Position Type: Full-Time
College Major(s): Electrical/Computer Engineering (EE/CpE), Computer Science (CS)

Company Website: http://www.xerox.com
Work Location: Las Vegas, NV
Salary: $15/hr - $25/hr
College Level(s): Undergraduate-Senior, Graduate Student

OVERVIEW

Xerox is the original leader in its industry and Premier Office Systems is the exclusive Xerox agency in Clark County. Agency management is accepting resumes for the internship position of Junior Agency Analyst.

Roles and Responsibilities
The Junior Agency Analyst will report to the agency's General Manager and the responsibilities will include both internal technical and educational assistance for the agency’s staff as well as external technical and educational assistance for the agency’s clientele.

Internal technical assistance for the agency’s staff includes (but is not necessarily limited to) supporting the agency’s fleet of computers and connectivity to its network and server, maintaining connection to the Internet, email system support, telephone system support, assisting the sales staff with the understanding and usage of Xerox equipment, and any other supportive activities which help drive revenues and profits.

External technical assistance for the agency’s clientele includes (but is not necessarily limited to) pre-sale consultations with prospective customers and Xerox sales representatives, post-sale technical connections of Xerox devices to networks, installation of print drivers onto computers, mapping of scan routes from Xerox devices to electronic repositories, enabling fax functions, assisting IT personnel and office administrators with the creation of efficient workflows as they pertain to Xerox solutions, thorough device setups and training sessions with end-users, installation of software which supports Xerox maintenance programs, and any other supportive activities which help drive customer satisfaction.

Education and Qualifications
A strong educational background is very helpful due to the frequent interaction with c-level business owners and managers. A strong technical background is required and an appropriate business appearance and professional demeanor are also mandatory. The ability to communicate competently with IT personnel is a must and the ability to deliver technical concepts in laymen’s terms to technically unsavvy end-users is also necessary.
Preferred Skills
Although training is provided, the Junior Agency Analyst must have a strong technical aptitude and some prior experience with multifunction printers, must know how to use them, and must have connectivity and networking experience.

How to Apply
Email pat@premieros.net