



The Office Planning Group, Inc. is seeking fulltime Office Equipment Technician for our Marquette, Michigan office. OPG has been servicing and supplying office equipment to the Upper Peninsula and northern Wisconsin since 1991. We have offices in Iron Mountain, Marquette, Hancock, and Menominee, MI. We are a tight knit, supportive team dedicated to providing the best products and service to our customers.

Candidates for the Office Equipment Technician Position should have a strong mechanical aptitude, computer networking skills, and a strong work ethic.

The Technician position includes the following duties:

- Completing technical training as assigned
- Travelling to customer sites to service a variety of office equipment
- Maintaining accurate car stock inventory
- Efficiently managing service call assignments
- Accurately completing service tickets using mobile dispatching software
- Effectively communicating with customers

Benefits include paid vacation and holidays, company vehicle, cell phone, laptop, and medical insurance. Candidates must be personable, have a valid driver's license, strong written and verbal communication skills, be self-starters, and be able to work independently and as part of a team.

To apply, please send a resume to:

[hiring@opgup.com](mailto: hiring@opgup.com)

Or:

The Office Planning Group  
Attn: Rodney Wartick  
103 E. H St  
Iron Mountain MI, 49801