



**Copy Shop**  
**Copy Service Agent**

**Job Description**

**Division/Department: Copy Shop**

**Location: Hawaii Kai Corporate Plaza, 6600 Kalaniana'ole Highway, Ste. 104, Honolulu, HI 96825**

**Job title: Copy Service Agent**

**Reports to: Lou Balmaceda**

**Level/Grade: Entry Level**

**Type of position: Part time or Full time available**

**Hours vary /week: must be flexible, able to work on Saturdays, before 8am and after 5pm.**

**General Description:**

- 1) Duties include assisting customers with all copy center services: will include but not limited to photocopying, printing, binding, laminating, computer workstation / internet access, fax services, FedEx shipping.
- 2) Assist customers with business card, letter head, envelopes, XStamper and other special orders.
- 3) Responsible for cash handling, may include credit card transactions. End of day cash reconciliation and reporting.
- 4) Must be able to resolve issues on-hand and provide creative solutions to customer problems.
- 5) Must be able to multi-task, may assist more than one customer at a time.

**Work experience requirements:**

- Customer Service requirements: Must be articulate, good communication and organizational skills, team player.
- Basic Computer knowledge

**Education Requirements**

- High school diploma or GED

**Reviewed by:**

**Title:**

**Approved by:**

**Title:**

**Date hired:**

**Job Announcement: website, online**