**Vacancies: Trainee Workshop Engineer**

**Company: Capital Document Solutions**

**Location: Aberdeen**

**Position: Permanent, Engineering Maintenance (Electronics) SVQ apprenticeship**

The successful applicants will be based in our Aberdeen workshop. The job involves refurbishment and maintenance of the devices in our workshop as well as stripping down of devices for recycling purposes. No previous experience of office equipment is required, a keen interest in electronics/electro mechanics, and the ability to interpret colour output from a black to colour printer/photocopier.

This is an apprenticeship position where full training will be given to service, maintain, commission and refurbish multi-functional printer/ copier/ scanning devices. Training will lead to an SVQ level 3 in Engineering Maintenance (Electronics).

Career development beyond gaining the SVQ, which typically takes 2-4 years to complete, could lead to opportunities, as they arise, in the position of field maintenance engineer, helpdesk engineer or IT software support/ solutions engineer.

* Salary: starting from £14,665 and rising to £19,550 on completion of apprenticeship (plus available bonuses)
* Hours: 37.5 hours per week, Monday to Friday
* Holidays: 23 days annual holiday and 8 public days, with an extra 2 days holiday entitlement after 2 years’ service
* Auto enrolment into the Company pension scheme - 3% personal and 3% company contribution
* Health & Safety, First Aid and environmental training
* Clothing and safety equipment provided

**The Company**

Capital Document Solutions is Scotland’s largest independent supplier of office equipment - and document solutions, with over 200 employees working out of Edinburgh, Glasgow, Aberdeen, Dundee, Inverness and Shetland.   We provide print and document solutions tailored to specific business needs to a large customer base, with offices and premises throughout Scotland. As the major Scottish dealer for market leaders Ricoh, Konica Minolta and HP, we work closely with our customers to achieve significant reductions in their operating costs through our managed print services and at the same time, help them to reduce their carbon footprint.  We are a leader in our field and also one of only 6 approved Scottish Procurement public sector suppliers.   Our reputation in the industry is second to none and has been established over the years by our highly trained staff. Capital has grown significantly since being established in 1979 and acquired Highland Office Equipment in 2013.

Our vision statement is to continuously strengthen our business and to be proud of all that we are and do. The right company culture and values are very important to us and we believe that if we grow our people, we will grow our business.

**Company culture – living our values**

Attitude is as important as the skills that you bring to this role.  We aim to grow our business through growing our people.  Our vision statement is: to continuously strengthen our business and be proud of all that we are and do. To be successful in this role we expect you to demonstrate personal values that match our company values as follows:

* **Integrity** - in my dealings with colleagues, clients, suppliers, contractors, and the general public – I am trustworthy and act with transparency; I am honest and allow people to question or challenge without fear; I am  professional by becoming expert in my field
* **Responsibility** – I accept personal responsibility in all business dealings and decision making; I lead by example; I am accountable and take ownership – “it’s up to me”;  I have a “can do “ approach; I bring solutions not problems
* **Care** – I am supportive and respect colleagues and customers alike; I treat others as I would like to be treated; I pay attention to detail and take pride in my work and workplace; I aim for quality and excellence in what I do
* **Openness**– I am open to learning and taking on new processes, I am open to change and I am open to others’ views; I am committed to developing and sharing knowledge and experience; I am a team player.