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## **SURVEY SUPPORT – Columbus, Ohio**

Precision Laser & Instrument, Inc.  
1110 Claycraft Road, Suite B  
Columbus (Gahanna), OH 43230  
614-759-1000

**\$25-\$35 Per Hour (Full-Time)**

### **Benefits Including:**

- 401k (4% Match)
- Profit Sharing
- Health Insurance
- Vision Insurance
- Dental Insurance
- Life Insurance
- Paid Time Off (PTO)
- Paid Holidays

### **Job Description:**

#### **SURVEY SUPPORT – Columbus, Ohio**

This is a full-time, in-person position at our Columbus/Gahanna, Ohio area satellite location. Responsibilities include regular, ongoing support of high-level geospatial positioning solutions under Precision Laser & Instrument, Inc. (PLI), robotic total stations, layout instruments, 3D laser scanners, GPS/GIS/GNSS receivers and related technologies. This role involves supporting projects and clients with sold and rented equipment, as well as acting as a liaison/representative of the company for our service and solutions. PLI will provide a more detailed job description upon acceptance of this position.

Requirements include day-to-day handling of support within a designated office location and front showroom. Internal communications and awareness of daily activities during the work-week are crucial to success in this position. Sales, front-of-house operations, inventory and rental assistance will be part of the job. **Surveying experience is also mandatory for this role.**

### **Duties & Responsibilities:**

1. Handle all incoming calls and direct them to the proper department or person
2. Greet and tend to walk-in customers, as well as pick-up and drop-off orders as-needed
3. Fill sales and rental request orders for customer drop-off units on a case-by-case basis
4. Create invoices and track equipment for sales and support orders
5. Assist in the monitoring of sales team inventory
6. Operate standard office equipment, including, but not limited to, calculators, personal computers, printers, photocopy machines, facsimile, postage machines and related technology
7. Update relevant customer info on a daily basis for our internal database
8. Communicate with other stores on progress reports for sales and support-related activity
9. Ensure that all tasks assigned are completed in a timely manner
10. Communicate any actions that need to be taken for customers to the proper department or person

**For More Information Please Contact: Mark Maximovich | MAX@laserinst.com**