

If you are experiencing difficulty in completing your online application, please forward your resume and salary requirements to

hr-tj@ricoh-usa.com or FAX to 973-244-2645.

For instructions on how to apply using our site, please refer to the following instructions.

Ricoh Careers Home Page

Basic Search

Enter keywords to search for job openings that match your area of expertise.

Advanced Search

Click on the Advanced Search link to search for jobs by location, category, job function and other additional criteria.

User Name & Password

If you have created a User Name and Password on our site, please use them now to login to the Ricoh Career site as a registered user.

Login Help

Click on the Login Help link to get your User Name or password emailed to you.

Careers

Enter your user name and password to login. If you have not yet registered, [click here to Register](#).

Basic Job Search

Keywords:

Posted: Last Month

[Advanced Search](#) [Search Tips](#)

Login

User Name:

Password:

[Login Help](#) [Register Now](#)

Latest Job Postings

◀◀ First ◀ Previous | [Next](#) ▶ [Last](#) ▶▶

Date	Job Title	Job ID	Location
<input type="checkbox"/> 09/18/2007	Account Exec 1	3438	Massachusetts-Boston
<input type="checkbox"/> 09/05/2007	Major Account Executive	2701	Multiple Locations
<input type="checkbox"/> 09/04/2007	Major Account Executive	3409	California-Los Angeles
<input type="checkbox"/> 09/04/2007	Major Account Executive	3410	California-San Diego
<input type="checkbox"/> 08/30/2007	Sr Genl Admin Specialist- Test	1287	

[Apply now without adding a job](#)

How to Register on Ricoh Careers

[Click here to Register](#) Click on the “click here to Register” link to begin the registration process.

Careers

Enter your user name and password to login. If you have not yet registered, [click here to Register](#).

Basic Job Search

Keywords:

Posted: Last Month

[Advanced Search](#) [Search Tips](#)

Login

User Name:

Password:

[Login Help](#) [Register Now](#)

Latest Job Postings

◀◀ First ◀ Previous | [Next](#) ▶ Last ▶▶

Date	Job Title	Job ID	Location
<input type="checkbox"/> 08/08/2007	Sr Engineer	1571	
<input type="checkbox"/> 08/01/2007	Customer Service Assist II	1322	

Click here to begin the registration process.

How to Register on Ricoh Careers

- User Name** Enter a user name.
- Password** Enter a Password of your choice.
- Confirm Password** Reenter the password.
- Register** Click the Register button to save your changes.

Register

Enter your new user name and password.

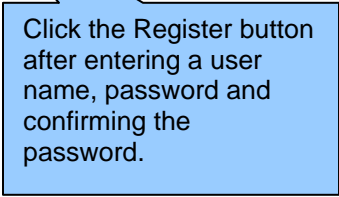
Enter Registration Information

*User Name

*Password

*Confirm Password

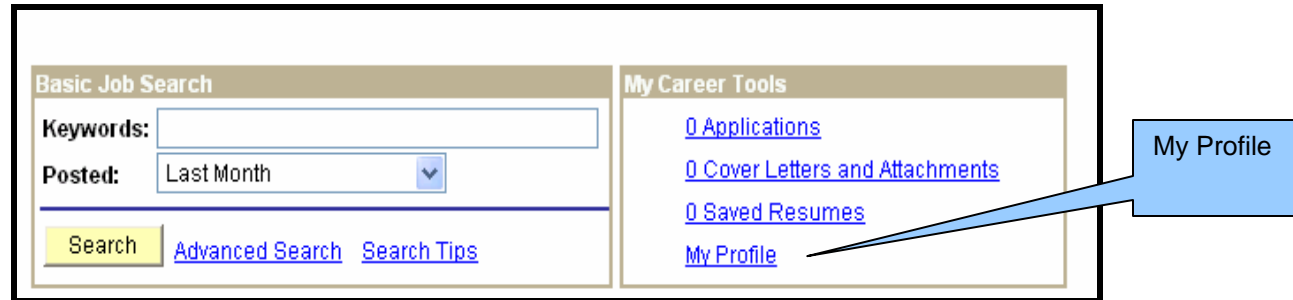
[Return to Previous Page](#)



How to Register on Ricoh Careers

My Profile

Click on My Profile



The screenshot shows a navigation bar with links: [Careers Home](#), [Job Search](#), [My Saved Jobs](#), [Job Search Agents](#), **My Career Tools**, and [Logout](#). Below the navigation bar is the 'My Career Tools' section. On the left, there is a 'Basic Job Search' box with a 'Keywords:' input field, a 'Posted:' dropdown menu set to 'Last Month', and a 'Search' button. Below the search box are links for [Advanced Search](#) and [Search Tips](#). On the right, the 'My Career Tools' box contains four links: [0 Applications](#), [0 Cover Letters and Attachments](#), [0 Saved Resumes](#), and [My Profile](#). A blue callout box labeled 'My Profile' points to the 'My Profile' link.

Edit Profile

Click this link to enter information about your self such as name, address and/or email address.

Add Attachment

Click this link to add attachments such as cover letters and references.



The screenshot shows the 'My Career Tools' section. At the top left, there is a link for [Edit Profile](#). A blue callout box labeled 'Edit Profile' points to this link. Below the 'Edit Profile' link is the 'My Applications' section, which includes a 'Display applications from:' dropdown menu set to 'Within Last Week' and a 'Refresh' button. Below this section, it says 'You have not submitted any Applications.' At the bottom, there is a 'Resumes' section, which says 'You do not have any saved resumes.'

How to Register on Ricoh Careers

Change Password [Click this link to change your password.](#)

Name [Enter your name.](#)

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [Job Search Agents](#) [My Career Tools](#) [Logout](#)

Edit Profile

You can update your name, address, phone number and email here. Changes made to your contact details on this page will be updated on all of the jobs you have applied to.

 [Return to Previous Page](#)

Member Information

User Name:	test99
Password:	Change Password
Preferred Method of contact:	<input type="text" value="Not Specified"/>

Name

Name Format:	<input type="text" value="English"/>
Name Prefix:	<input type="text"/>
'First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
'Last Name:	<input type="text"/>
Name Suffix:	<input type="text"/>

Address

How to Register on Ricoh Careers

Address Enter your address.

Email Address Enter your Email Address. To add another Email Address, click the Add Another Email Address link.

Phone Select the Primary Phone Type and enter your phone number. To add another phone, click the Add Another Phone Number link.

Address

Country:

Address 1:

Address 2:

Address 3:

City: State:

Postal:

County:

Email Addresses

Primary Email Type:

Email Address: [Remove](#)

[+ Add Another Email Address](#)

Phone

Primary Phone Type:

Phone Number: Extension: [Remove](#)

[+ Add Another Phone Number](#)

[Return to Previous Page](#)

How to Login to Ricoh Careers

User Name Enter the User Name you registered on Ricoh Careers.

Password Enter your password.

Login Click the Login button.

The screenshot shows the Ricoh Careers website interface. At the top left, the word "Careers" is displayed. Below it, a message reads: "Enter your user name and password to login. If you have not yet registered, [click here to Register](#)." The page is divided into two main sections: "Basic Job Search" and "Login".

The "Basic Job Search" section includes a "Keywords:" text input field, a "Posted:" dropdown menu set to "Last Month", and a "Search" button. There are also links for "Advanced Search" and "Search Tips".

The "Login" section features a "User Name:" text input field, a "Password:" text input field, and a "Login" button. There are also links for "Login Help" and "Register Now".

Below these sections is a "Latest Job Postings" section with a table of job listings. The table has columns for "Date", "Job Title", "Job ID", and "Location". Two job listings are visible:

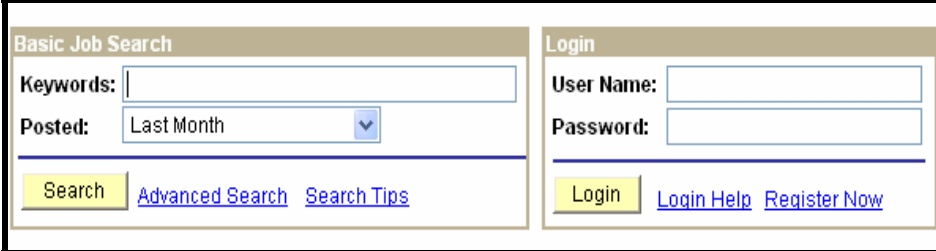
Date	Job Title	Job ID	Location
<input type="checkbox"/> 08/06/2007	Sr Engineer	1571	
<input type="checkbox"/> 08/01/2007	Customer Service Assist II	1322	

Navigation links for the table include "First", "Previous", "Next", and "Last".

Two blue callout boxes provide instructions: one points to the "User Name" and "Password" fields with the text "Enter your User Name and Password.", and another points to the "Login" button with the text "Click the Login button".

What to do if you forgot your username or password

Login Help Click the Login Help button on the Ricoh Careers page.

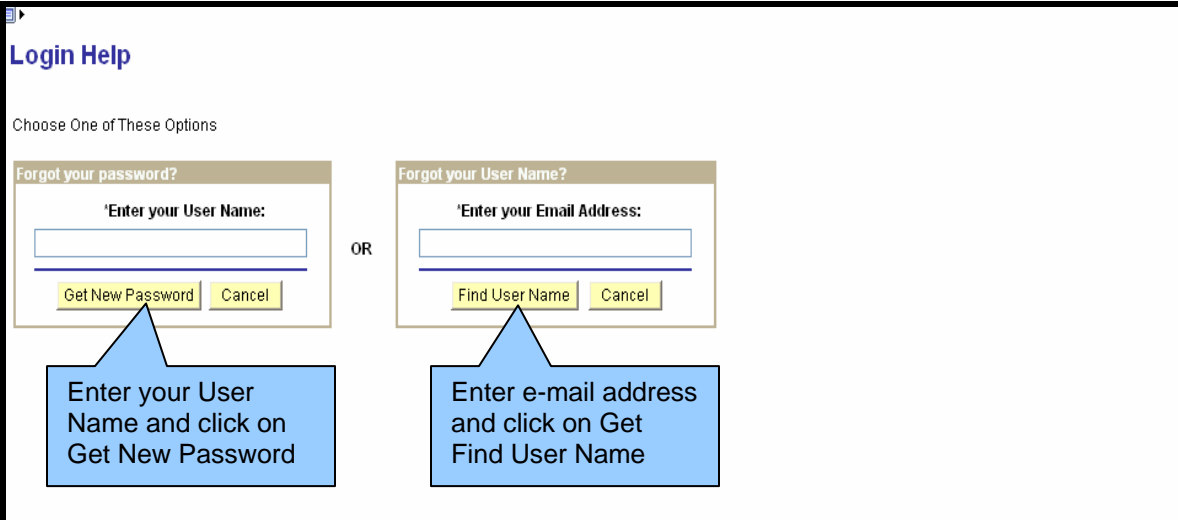


The screenshot shows two side-by-side panels. The left panel, titled "Basic Job Search", contains a "Keywords:" text input field, a "Posted:" dropdown menu set to "Last Month", and a "Search" button. Below the search button are links for "Advanced Search" and "Search Tips". The right panel, titled "Login", contains a "User Name:" text input field, a "Password:" text input field, and a "Login" button. Below the login button are links for "Login Help" and "Register Now".

Choose one of the following:

Forgot your password? Enter your User Name and click the Get New Password button. Your password will be reset and an email will be sent to you with your new password.

Forgot your User Name? Enter your Email Address can click the Find User Name button. An email will be sent to you with your User Name.



The screenshot shows the "Login Help" page with the heading "Choose One of These Options". There are two main options presented side-by-side, separated by "OR".

The first option is titled "Forgot your password?". It contains a text input field labeled "'Enter your User Name:". Below the input field are two buttons: "Get New Password" and "Cancel". A blue callout box with an arrow pointing to the "Get New Password" button contains the text: "Enter your User Name and click on Get New Password".

The second option is titled "Forgot your User Name?". It contains a text input field labeled "'Enter your Email Address:". Below the input field are two buttons: "Find User Name" and "Cancel". A blue callout box with an arrow pointing to the "Find User Name" button contains the text: "Enter e-mail address and click on Get Find User Name".

How to Search for Jobs

Basic Job Search

Enter keywords to search for job openings that match your area of expertise.

Advanced Search

Click on the Advanced Search link to search for jobs by location, category, job function and other additional criteria.

Careers

Enter your user name and password to login. If you have not yet registered, [click here to Register](#).

Basic Job Search Keywords: <input type="text"/> Posted: Last Month <input type="button" value="v"/> <input type="button" value="Search"/> Advanced Search Search Tips	Login User Name: <input type="text"/> Password: <input type="password"/> <input type="button" value="Login"/> Login Help Register Now
---	---

Latest Job Postings
 [Next](#)

How to Search for Jobs

Advanced Search

Enter the desired criteria to search for jobs by location, category, job function and other additional criteria.

Job Search

Enter the search criteria and Click on the "Search" button to find the job openings that match the criteria. Click on "Save Search as Agent" button if you would like to save the search criteria and have the matching job openings emailed to you.

Advanced Job Search

[Search](#) [Clear](#) [Save Search as Agent](#) [Basic Search](#) [Search Tips](#)

Enter Keywords:

Select Locations:

- All Locations
- Alabama-Anniston
- Alabama-Birmingham
- Alabama-Northern/Huntsville
- Alabama-Tuscaloosa

To select multiple locations hold down the Ctrl key (Command key for Macs) while clicking selections

Select Job Functions:

- All Job Functions
- ACCOUNT FUNCTION
- Admin - Exempt
- Administration
- Admin Non-exempt

Full/Part Time:

Regular/Temporary:

How to Search for Jobs

Click on the link for any job you wish to view.

Job Search

Enter the search criteria and Click on the "Search" button to find the job openings that match the criteria. Click on "Save Search as Agent" button if you would like to save the search criteria and have the matching job openings emailed to you.

Click icon to view Quick Search criteria

✓ 14 Results Found

Search Results

Save Jobs Apply Now First Previous Next Last

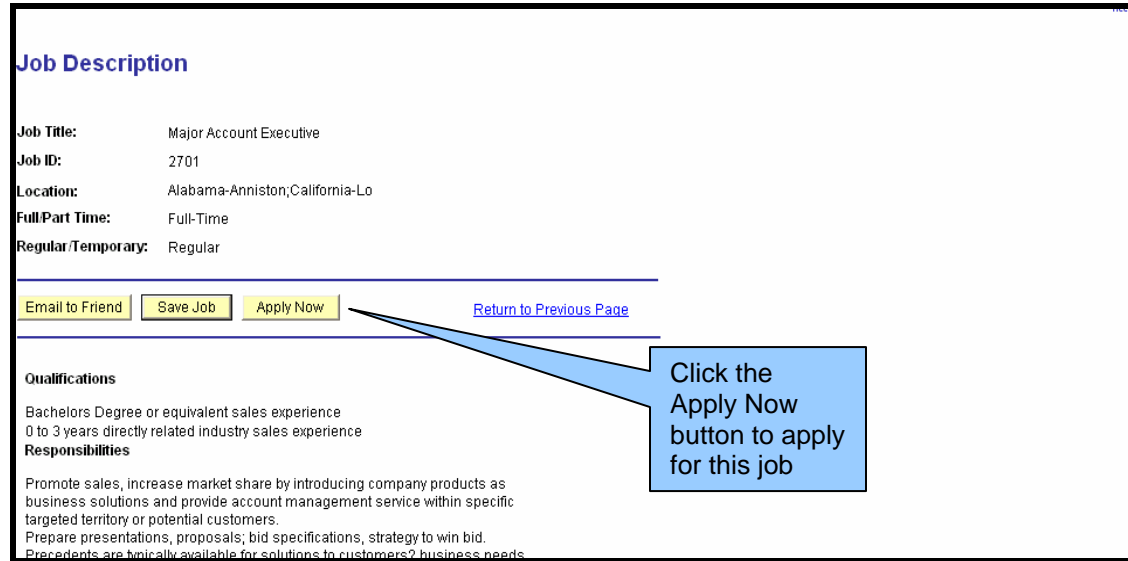
Select	Opened	Posting Title	ID #	Job Function	Location
<input type="checkbox"/>	10/09/2007	Major Account	3459	Sales	Georgia-Atlanta
<input type="checkbox"/>	10/09/2007	Major Account	3456	Sales	
<input type="checkbox"/>	09/25/2007	Major Account Sls Manager	3452	Sales	New Jersey-Central
<input type="checkbox"/>	09/25/2007	Account Executive	3450	Sales	California-San Francisco
<input type="checkbox"/>	09/25/2007	Major Account Exec 1	3427	Sales	California-Anaheim/Huntington
<input type="checkbox"/>	09/18/2007	Account Exec 1	3438	S	Massachusetts-
<input type="checkbox"/>	09/13/2007	Account Exec 1	3421	S	on
<input type="checkbox"/>	09/05/2007	Major Account Executive	2701	Sales	ornia-Los Angeles
<input type="checkbox"/>	09/04/2007	Major Account Executive	3449	Sales	California-San

Job Link

How to Apply to a Job

Apply Now

After finding a job you wish to apply to, click the Apply Now button.



Job Description

Job Title: Major Account Executive
Job ID: 2701
Location: Alabama-Anniston,California-Lo
Full/Part Time: Full-Time
Regular/Temporary: Regular

[Email to Friend](#) [Save Job](#) [Apply Now](#) [Return to Previous Page](#)

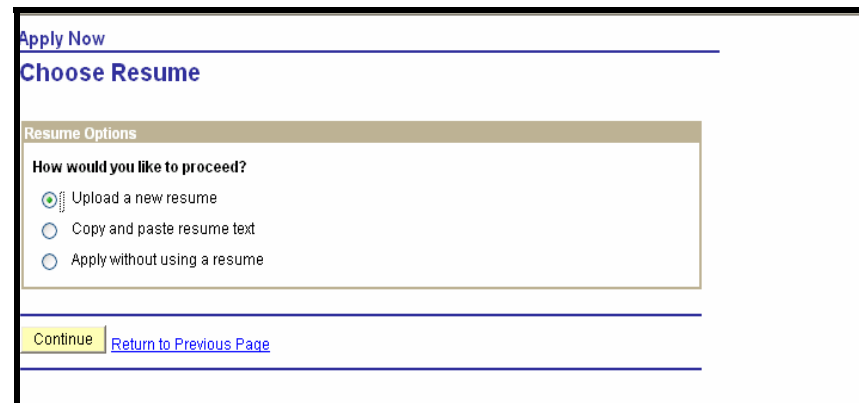
Qualifications
Bachelors Degree or equivalent sales experience
0 to 3 years directly related industry sales experience

Responsibilities
Promote sales, increase market share by introducing company products as business solutions and provide account management service within specific targeted territory or potential customers.
Prepare presentations, proposals; bid specifications, strategy to win bid.
Precedents are typically available for solutions to customers' business needs.

Click the Apply Now button to apply for this job

Choose Resume

Select how you would like to provide a resume and click the Continue button to proceed.



Apply Now

Choose Resume

Resume Options

How would you like to proceed?

Upload a new resume
 Copy and paste resume text
 Apply without using a resume

[Continue](#) [Return to Previous Page](#)

How to Apply to a Job


Complete information under each of the following links: Education and Work Experience, Referral Information and Online Questionnaire.

Apply Now

Complete Application

You are applying for:

[Major Account Executive](#) [Remove](#)
[Add Another Job to Application](#)

Test_Resume.doc  [Use a Different Resume](#)

John Smith
[Edit Profile](#)

[Previous](#) [Save](#) [Submit](#) [Close Application](#) [Careers Home](#) [Next](#)

Preferences [Education and Work Experience](#) [Referral Information](#) [Online Questionnaire](#)

Complete information under each of these links

How to Apply to a Job

Enter your preferences

Apply Now

Complete Application

You are applying for:

[Major Account Executive](#) [Remove](#)
[Add Another Job to Application](#)

Test_Resume.doc [Use a Different Resume](#)

John Smith
[Edit Profile](#)

[Previous](#) [Save](#) [Submit](#) [Close Application](#) [Careers Home](#) [Next](#)

references [Education and Work Experience](#) [Referral Information](#) [Online Questionnaire](#)

references

Desired Start Date:

Are you willing to relocate? Yes No

Preferences

Desired Start Date:

Are you willing to relocate? Yes No

Are you willing to travel? Yes No

If yes, how often?

Regular/Temporary:

Desired Work Days: Monday Tuesday Wednesday Thursday
 Friday Saturday Sunday

Full/Part-Time:

Desired Shift:

Minimum Pay: Per:

Currency Code: USD US Dollar

Desired Hours Per Week:

Geographic Preference

First Choice: Second Choice:

Comments

How to Apply to a Job

Complete Education and Work History. Click on the Add Work Experience, Add High School Education History, Add College/University Education History, Add License and Certifications, Add Languages, Add Honors and Awards and Add References links and complete the requested information.

Work Experience

You have not added any employment information to your new application.

[+ Add Work Experience](#)

Education History

Highest Education Level:

To add a high school, click the Add High School Education History hyperlink below High School Education. To change information for a school, click the hyperlink under the School field. Click on the delete icon to remove corresponding High School Education information.

High School Education

You have not added any high school education information to your application.

[+ Add High School Education History](#)

To add a degree, click the Add College/University Education History hyperlink below College/University Education. To change information for a degree, click the hyperlink under the Degree field. Click on the delete icon to remove corresponding degree information.

College/University Education

You have not added any college/university education information to your application.

[+ Add College/University Education History](#)

How to Apply to a Job

Complete the Referral Information.

[Edit Form](#)

[Previous](#) [Careers Home](#) [Next](#)

[References](#) [Education and Work Experience](#) [Referral Information](#) [Online Questionnaire](#)

Referral Information

How did you find out about the job?

SubSource

Specific Referral Source:

Are you a former employee? Yes No

[References](#) [Education and Work Experience](#) [Referral Information](#) [Online Questionnaire](#)

[Previous](#) [Careers Home](#) [Next](#)

How to Apply to a Job

Complete the Online Questionnaire (this may not appear for all jobs).

Test_Resume.doc  [Use a Different Resume](#)

John Smith

[Edit Profile](#)

[Previous](#) [Save](#) [Submit](#) [Close Application](#) [Careers Home](#) [Next](#)

[Preferences](#) [Education and Work Experience](#) [Referral Information](#) [Online Questionnaire](#)

Applicant Questionnaire

Have you ever worked for Ricoh Family Group?
(i.e. Ricoh Corp., Savin, Ricoh Business Systems, Lanier, REI)

Yes

No

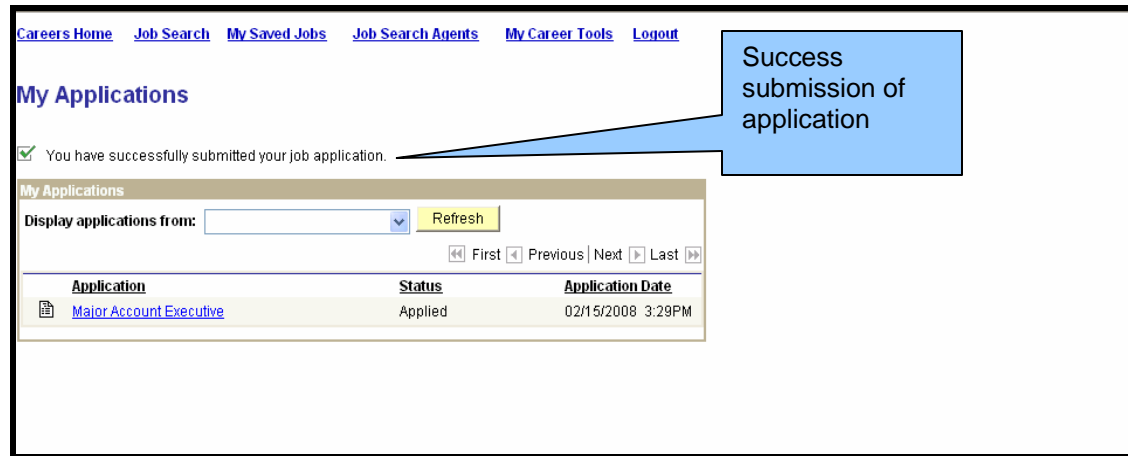
If required for the position, do you have a valid driver's license?

Yes


No

How to Apply to a Job

Successful Submission of application



The screenshot shows a web interface for managing job applications. At the top, there are navigation links: [Careers Home](#), [Job Search](#), [My Saved Jobs](#), [Job Search Agents](#), [My Career Tools](#), and [Logout](#). Below these is the heading "My Applications". A green checkmark icon is followed by the text "You have successfully submitted your job application." A blue callout box with a pointer to this text contains the text "Success submission of application". Below the message is a section titled "My Applications" with a "Display applications from:" dropdown menu and a "Refresh" button. Navigation controls include "First", "Previous", "Next", and "Last" buttons. A table lists the application details:

Application	Status	Application Date
 Major Account Executive	Applied	02/15/2008 3:29PM