

Adventure Vehicle Outfitters, LLC DBA: Juniper Overland

Customer Service - Job Description

We are currently seeking a full time customer service representative. The job will be performed from our Denver location Monday – Friday in a casual work atmosphere with new technology. We require at least 2 years experience as an administrative or customer service professional.

Qualifications/Skills:

- Customer-centric
- Organization
- Communication
- Phone and email

Responsibilities:

- Greet every customer.
- Route phone calls and emails.
- Cashier: Taking payments and confirming customer invoices are paid in full.
- Basic responsibilities in QuickBooks Online.
- Help identify areas that require improvement in our administrative processes.
- Help to engineer new processes to streamline the front office.

Requirements:

- Associates Degree, Certificate, OR Equivalent Experience as an Administrative Professional.
- Must have a positive, customer-centric attitude, always willing to help.
- Must be punctual and maintain a professional appearance.
- Out of this world organization skills.
- Perform daily tasks on schedule in a fast-paced environment.
- Prefer experience with QuickBooks Online and Shop Monkey but willing to train.
- Fast learner with great focus and attention to detail.
- Hold a valid driver license and have reliable transportation.
- Above all, you have to be a self-starter that likes to keep busy at work. While we are willing to train the right applicant, we can't change your work ethic and that is more important to us than anything.

Work Hours & Compensation

This is a fulltime position performed at our Denver location Monday – Friday. Workday starts at 800am and ends approximately at 5pm. Compensation will be paid hourly with a starting range of \$18-24/hour based upon experience. This position includes one week of paid vacation per year.

To apply please send us an email to josh@juniperoverland.com