



959 South Kipling Parkway, Suite 200  
Lakewood CO 80226  
Ph: 303-758-6672  
www.coloradonga.org

## Job Posting

# Front Desk Associate

**Date Posted:** February 15, 2024

**Company:** Rivendell Distribution Inc., Glenwood Springs, Colorado

**Please Contact:**

John Rischmiller

[jrischmiller@rivendelldistribution.com](mailto:jrischmiller@rivendelldistribution.com)

970-945-2568

**Compensation:**

\$20/hourly

**Start Date:**

April 15, 2024

Rivendell Distribution, a leading landscape supply company in Glenwood Springs CO, is seeking a friendly and motivated individual to join our growing team as a Front Desk Sales Associate. In this role, you'll be the first point of contact for our valued customers, ensuring they have a positive and productive experience while shopping for all their landscaping needs.

### Responsibilities

- Greet and assist customers with a warm and welcoming demeanor.
- Answer questions about products, pricing, and availability.
- Process customer orders accurately and efficiently.
- Offer product recommendations and upsell opportunities.
- Maintaining a clean and organized front of house & office area.
- Assist with loading purchases and providing delivery information.
- Contribute to a positive and professional work environment.

### Qualifications

- Excellent customer service skills with a focus on building rapport and exceeding expectations.
- Strong communication and interpersonal skills, both written and verbal.
- Ability to work independently and as part of a team.
- Proficient in basic computer operations and point-of-sale systems.
- A passion for plants and landscaping is a plus!
- Ability to lift up to 50 lbs.



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### **Benefits**

- Competitive pay.
- Employee Discounts.
- Opportunity to work in a fast-paced and dynamic environment.
- Gain valuable knowledge and experience in the landscape supply industry.