



Customer Service Representative

Denver, CO

Slingshot Assembly is an exciting and fast-growing technology company in search of a highly-motivated, detail-oriented professional to join our team as a Customer Service Representative. This is fast-paced, full-time position. We will provide training on our business and the industry.

Responsibilities

- Placing outbound calls to customer and reminding them to place orders
- Assisting customers with placing new orders
- Communicating with customers regarding existing orders
- Answering any questions or concerns on existing orders in production
- Assisting in the quoting of new projects
- Using Salesforce
- Providing a high level of customer service
- Other duties as needed

Qualifications include:

- College Degree or equivalent level of education required
- 0-2 years of Customer Service experience preferred
- Proficiency in Microsoft Suite applications
- Excellent organizational skills
- Outstanding work ethic
- Ability to work well in a team environment
- Excellent verbal and written communication skills

If this sounds like a job opportunity you would be interested in, and you would like to be considered for this role, then please apply directly to this posting. To learn more about our company, visit our website www.slingshotassembly.com

Slingshot Assembly is an EEO/Affirmative Action Employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, disability or any other legally protected status. Candidate must meet ITAR requirements.

Slingshot Assembly provides a competitive benefit package, including paid time off, health, dental, vision, life insurance.

Job Type: Full-time

Benefits:

- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- Monday to Friday

Application Question(s):

- What is your expected salary range?

Experience:

- Customer Service: 1 year (Preferred)

Work Location:

- One location

Communication method(s) used:

- Email
- Phone

Job Duties:

- Answer incoming customer inquiries
- Record customer information within our customer service database
- Engage with clients in a friendly and professional manner while actively listening to their concerns

Company's website:

- www.slingshotassembly.com

Work Remotely:

- No