

Why We Do the Things We Do



To promote awareness, appreciation, and stewardship of the birds.

To provide sanctuary for the birds.

To restore people to the world of nature.



Living Design

Aviaries

Birds

Gardens

Living Design Customer Service



Job Title: Customer Service
Reports To: Customer Service Supervisor
Location: Worthing, SD

Summary :

This position is responsible for providing quality and timely assistance for Living Design's customers as well as supporting the other departments within the company. The hours are Monday — Friday, 8am — 4:30pm.

Candidates for this position should possess the following qualities:

- Proficiency in administrative and customer service procedures
- Excellent communication skills; verbal and written
- Ability to listen and maintain composure in all situations
- Attention to detail
- Organizational and time management skills
- Quality work ethic

Essential Duties & Responsibilities

- Respond to customer questions, concerns via phone, email, text, and fax
- Draft necessary documents
- Maintain customer records of all interactions whether by phone, email, text, or fax
- Accurately post all information from work orders to database
- Filing all printed communication and work orders
- Shipping supplies as needed
- Extra duties when needed

As a part of Living Design, you will enjoy:

- Excellent income
- Paid training
- Benefits including: Health insurance, 401k, profit sharing
- Vacation

***The opportunity is not to discover the perfect company for ourselves.
The opportunity is to build the perfect company for each other.***