

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 Plants

Job Title: Receptionist

Reports To: Customer Service Manager

Department: Customer Service

Location: Worthing, SD

Summary:

This position is responsible for providing service for Living Design's customers and support for the customer service department as well as other departments within Living Design. The goal of this position is to provide our customers with quality and timely assistance support Living Design's growth, and to realize his/her individual goals.

Essential Duties & Responsibilities

- ◇ Answering phones
- ◇ Filing
- ◇ Shipping – be able to lift up to 55 lbs.
- ◇ Other duties as needed

Qualifications:

- ◇ Attention to detail
- ◇ Excellent office skills – including verbal and written skills
- ◇ Proficiency in Microsoft Office programs: Word, Excel.
- ◇ Organizational and time management skills
- ◇ Excellent work ethic
- ◇ Must be able to work well with other people
- ◇ High school diploma or GED
- ◇ Pass a pre-employment drug test

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

