

Aspen Seating, LLC
Ride Designs®
8100 SouthPark Way, C400
Littleton, Colorado 80120



Phone: 303.781.1633
tollfree: 866.781.1633
fax: 303.781.1722
www.ridedesigns.com

Aspen Seating Clinic is the source and proving ground for our innovative product line, of custom wheelchair seating. Aspen Seating Clinic is an integral part of Ride Designs' headquarters — where world class wheelchair athletes and Paralympians, as well as the most discerning of wheelchair users, come for seating solutions.

Offering uncompromising service, the clinic employs skilled and innovative Orthotists, Prosthetists, Physical / Occupational Therapists, and practitioner assistants. We utilize Ride Designs products and technology on a daily basis to help wheelchair users who represent the most complex and specific of consumer needs to the most difficult of everyday seating challenges.

Aspen Seating Clinic has an immediate opening for a **Receptionist**.

SUMMARY: Responsible for the day-to-day operations of the front desk for Aspen Seating Clinic. This includes greeting clients, answers the phones and other administrative duties to ensure a smooth flow of operations.

DUTIES AND RESPONSIBILITIES:

- Responsible for answering phones in a timely manner, ensuring proper routing and answering questions.
- Maintain the cleanliness of the front desk area, including vacuuming the front rugs, wiping down tables/chairs and front desk area.
- Warmly greet clients and their guest, taking care to show them to their assigned rooms, notify the practitioner of their arrival.
- Create an inviting experience for our clients by offering them a beverage and ensuring they are comfortable.
- Enthusiastically assist clients/referrals/suppliers, etc. with their needs when visiting Aspen Seating Clinic.
- Provide assistance to non-client guests, by either walking them to their destination or notifying Aspen Seating/Ride Designs employees are aware of their presence.
- Assist with the preparation of practice rooms by cleaning the mat tables, emptying the trash, replacing or cleaning pillowcases and chairs as necessary.

- Responsible for maintaining the Café by ensuring fresh coffee is made and supplies are stocked (cups, lids, cream, sugar, etc.), keeping all surfaces clean and .
- General maintenance of the clinic space by dusting the cabinets, performing general maintenance of the copier, watering plants, etc.
- Manage the Aspen Seating email inbox by filtering and responding to emails daily.
- Support the sales and marketing team, production, shipping, finance, and engineering teams.
- Assists with special projects as assigned.
- Performs other related duties as assigned by management.

QUALIFICATIONS:

- High school diploma required, plus a minimum 1 year of office experience.
- Proficiency in Microsoft Office and customer service software.
- Outstanding written and verbal communication skills.
- Ability to speak Spanish a plus.
- Excellent customer service skills, with the ability to demonstrate patience and empathy to our clients.
- Commitment to excellence and high standards, strong organizational skills, and ability to multi-task.
- Ability to manage constantly changing priorities with enthusiasm.
- Ability work in a diverse work environment, always maintain professionalism.

SUPERVISORY RESPONSIBILITIES: None

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Ability to speak and write in English.
- This position reports to the worksite between the approximate hours of 8am – 5pm
- The environment is normal for an office setting.
- Frequent periods of sitting throughout the day.
- Occasionally requires walking on a level surface throughout the day.
- Ability to work on a computer with a keyboard for extended periods of time, and ability to answer phones regularly throughout the day.

- Continually required to utilize hand and finger dexterity.

PAY RANGE: \$20-22/hr. depending upon experience

Aspen Seating provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.