



About Our Company

Established in 1991, Alpine Research Optics has a distinguished reputation for providing optics to the laser, semiconductor, and medical and scientific research markets, produced in its clean modern facility in Boulder, CO.

Job Opening Summary

Position: Customer Service Coordinator
Department: Sales & Marketing
Reports to: Sales & Marketing Manager

General Responsibilities Outline

- Acts as the liaison between the customer and company
- Processes requests for quotes and handles customer returns in a timely manner
- Promptly and accurately enter customer purchase orders into ARO's manufacturing and accounting software
- Keep organized files for each customer
- Generates thorough, accurate and timely reports regarding order status

Qualifications

- High school diploma or equivalent education or experience
- Prior administrative or sales support experience
- Experience with CRM software (ACT preferred)
- Proficient with Microsoft Office suite
- Experience with ERP systems (Vista preferred)
- Effective writer and oral communicator
- Personable and sociable
- Methodical and detail-oriented
- Organized
- Ability to multi-task
- Flexible and adaptable to changing priorities
- Strong work ethic
- Positive attitude

About Our Benefits

ARO offers a competitive benefits package for our full-time employees, including: medical and dental insurance, life insurance and AD&D, short-term disability, simple IRA with company match, paid holidays, and paid vacation.