



3448 Brighton Blvd
Denver, CO 80216
1-855-EAT-LOVE

lovegrown.com

Office Administrator & Customer Service Specialist

Part-Time Position (20 hours per week)

Empower. Inspire. Love.

Love Grown is an exciting and innovative company revolutionizing breakfast!

SUMMARY: The Office Administrator & Customer Service Specialist will be a key member of the team and an important part in building the Love Grown brand. Your key responsibilities are to support business operations through customer service, accounting, and sales. This position will have the responsibility of managing a broad range of activities and complete them in a timely manner.

REPORTING TO: Vice President of Operations

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Greet all office visitors
- Manage consumer inquiries and correspondence (email, phone calls, letters, etc.)
- Support accounting and supply chain team (including copying, faxing, data entry, filing, scanning, invoicing, mailing, etc.)
- Retrieve, sort, and distribute incoming mail
- Purchase supplies and equipment as authorized
- Run office errands and product deliveries as required
- Support marketing events as needed
- Organize and clean as needed
- Perform general administration duties as needed

REQUIRED QUALIFICATIONS:

- Minimum of 1 years of experience in office administration position
- Computer literate and proficient in Microsoft Word, Excel, and Google Docs
- Excellent verbal and written communication skills
- Good organizational, multi-tasking, and time management skills with great attention to detail
- Valid drivers license and clean driving record
- Desire to work in a team environment as well as independently
- An individual who is process oriented, a self-starter, and creative problem solver

DESIRED QUALIFICATIONS:

- Strong personal interest in natural foods, health, and nutrition
- Eager to develop new systems and improve existing processes
- Excellent hand writing

TO APPLY: Please send resume and a statement of interest (i.e. why you want to join the LOVE Team) to careers@lovegrown.com with **Office Admin & Customer Service Specialist** as the subject.