



October 29, 2025

Internal Job Posting for Inside Customer Service Representative (CSR)

Job description

Primary responsibilities will include:

Cultivating and managing positive relationships with existing and new customers

Managing and processing orders and quotes via personal contact, phone, and email

Qualifications include:

- General to strong horticultural knowledge of trees, shrubs, and perennials relevant to the Rocky Mountain region
- Strong work ethic and attention to detail
- Computer proficiency is a plus
- The ability to work inside and outside at all times of the year
- Nursery and/or Landscape experience is also a plus

Job Type: Full time and to be filled as soon as possible

Salary: \$20 - \$24 per hour, depending on years of experience and education

Benefits:

- 401(k) matching
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Group Dental and Vision Insurance (Employee paid)

Schedule:

- Monday to Friday

Supplemental pay types:

- Commission plus hourly wages
- Bonus opportunities

Ability to commute/relocate:

- Brighton, CO 80601: Reliably commute or planning to relocate - before starting work (Preferred)

Education:

- High school or equivalent (Preferred)

Work Location: In person

Contact: Jay Strait (jay@lvwn.com)