

The Genuine. The Original.



Overhead Door Company
of Colorado Springs, Inc.
1205 Ford Street
Colorado Springs, Co 80915
719-596-2171

Position: Accounts Receivable/Billing Clerk

The Overhead Door Company of Colorado Springs is looking for an accounts receivable/billing clerk that enjoys working as part of a team. This is a fast-paced, high volume work environment. This position reports to the Accounting Supervisor.

Job Duties and responsibilities:

- Daily billing (entering service orders and work orders for invoicing daily).
- Typing work orders.
- Preparing daily bank deposits.
- Preparing month end sales and FPE reports.
- Taking customer calls.
- Resolving billing issues in a timely manner.
- Processing credit card payments.
- Other job duties as assigned.

Job related skills:

- Comfortable working with various computer programs including Microsoft Word, Excel, Access, and Outlook.
- Exceptional personal and telephone customer service skills.
- Excellent communication skills.
- Legible handwriting
- Ten Key: Calculator and Keyboard.
- Able to multi-task and detail oriented.
- Basic bookkeeping knowledge.

Work Hours:

Monday - Friday 8:30 am to 5:30 pm.

(Schedule may change at times to Monday-Friday 7:00 am to 4:00 pm)

Saturday rotation: approximately one per month from 8:00 am to 1:00 pm.

This is a full time position.

Please call 719-596-2171 or email resume to ovecs@aol.com or come by office at 1205 Ford Street, Colorado Springs, CO 80915 to complete an employment application.

Office hours – 7:30 am to 5:30 pm Monday thru Friday, Saturday 8:00 am to 1:00 pm.



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Responsibilities (with training), for Service Writer / Dispatcher to be:

- Take service calls and troubleshoot problem with customer to either resolve problem over the phone or schedule a service call depending on the customer's wants or needs.
- Communicate with Service Tech's using Verizon two way radios, do "call-ahead's" for Service Tech's when they are ready to head to their next job.
- Write daily schedules for Service Tech's
- Research customer history using Microsoft Access database.
- Follow up with customers on field estimates
- Give the shop personnel a list of parts that will be needed for the next day.
- Help walk in customers find and purchase what they need.
- Other tasks, duties, and special projects as needed.

Job Related Skills required

- Comfortable working with various computer programs including Microsoft Word, Excel, Access, and Outlook.
- Exceptional personal and telephone customer service skills
- Excellent communication skills
- Legible handwriting.
- Able to multi-task and stay organized
- Previous garage door, service industry, or mechanical background helpful.
- Able to conduct both credit card and cash point of sale transactions and accurately make change when needed.

Physical Requirements

- Able to be on your feet all day
- Comfortable working in a fast paced, high stress environment

This is a full time position. The hours will be Monday – Friday 8:30am to 5:30pm with a 1 hour lunch and approximately one Saturday per month from 7:30am to 1:15pm
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Position: Garage Door Installer or Service Technician

The Overhead Door Company of Colorado Springs is looking for hard working, mechanically inclined individuals to fill positions as installers and service technicians of garage doors and openers.

Must have an insurable driving record and current Colorado Driver's License.

Job expectations and duties to include but not limited to:

- Understand basic installation requirements.
- Properly and safely operate power tools.
- Assess job prior to installation.
- Know the differences in series of doors.
- Understand all hardware for a door and its proper name and application.
- Be comfortable working off of ladders and at heights.
- Represent company in professional appearance and behavior.
- Training is available.

Installation of garage doors and openers. Multiple tasks: Take down/repair of old doors/equipment; Installation of new doors; Assist with the operation, equipment and multiple service categories on garage doors.

Construction/mechanical experience. Above average telephone, written and verbal communication skills. Ability to read and interpret documents. Basic math skills required. Measuring skills. Detailed.

Ability to work in outside weather conditions. Ability to lift up to 100 pounds. Repetitive standing, lifting, reaching, bending, climbing, & kneeling. Working on ladders at varying heights. Former carpentry work or garage door installation. Mechanical skills. Own a few basic tools.

Looking for customer service oriented and energetic self-motivated individual, with out going personality and good work ethic.

This is a full time position. The hours will be Monday – Friday 7:00 am to 5:30 pm with a 1/2 hour lunch and available approximately one Saturday per month from 8 am to 1 pm, on call after hours emergency service rotation.

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Position: Outside Sales

Overhead Door Company of Colorado Springs is seeking sales professionals to join our team.

Responsibilities:

- Ability to Sell all Garage Doors and Garage Door Openers, Products and Services Offered by Company.
- Develop New Business and Present Product Presentations to Customers.
- Manage Sales Process from Presentation to Satisfaction. Responsible from Prospect to Satisfaction.
- Maintain a Minimum Sales Quota.
- Build and Maintain Relationships with Customers.
- Represent Company with Professional Appearance and Behavior.
- Company Supplied Vehicle and Phone for Business Use.
- Salary plus Commission.

Job Related Skills and Requirements:

- Ability to Work at a Fast Pace.
- Team Focused.
- Organizational and Time Management Skills.
- Exceptional Personal and Telephone Customer Service Skills.
- Basic Computer Skills.
- Attention to Detail.
- A Great Attitude and Work Ethic.
- Colorado Driver's License and Insurability.
- Networking Abilities and Social Media Awareness.
- Familiar with Construction Trades and Colorado Springs Area a Plus

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