



Saddle Oak Software (SOS Inventory)

Tech-savvy receptionist at the opposite of every company you've ever met!

What we need:

- A skilled telephone operator to route calls to the appropriate people – sales, support, etc. Volume is not high, but each call is important.
- A friendly, empathetic, well-mannered people person. Our customers are real people trying to solve real business problems. We aren't just software to them. We are counselors, consultants, advisors, partners, and sometimes even friends.
- Ideally, someone with multiple talents. When not on calls, you'll have an opportunity to contribute in other areas. So let us know what else you bring to the table – for example, do you have experience in bookkeeping, HR, sales, etc.?
- A tech-savvy individual. If you're the type that can solve any problem with "just Google it," you'll probably fit in well here.
- Excellent communication skills, both verbal and written. Bilingual (Spanish) would be nice but is not a hard requirement.

People we hire:

- Smart people.
- (Highly) Self-motivated people.
- People that can pass a background check.
- Everything else is optional. OK, well ... not completely. But if you're smart enough and can get things done, we can teach you the ins-and-outs of what we do here.

Why work for us:

- Flexible work arrangements.
- Casual dress.
- Profit-sharing.
- We care. People matter.
- Make a difference. Thousands of customers in 50+ countries rely on us daily.
- Opportunity. Be great! We won't hold you back.

Location:

Our office is in SW Arlington. This position will be based there.

Next step:

Email hr@saddleoak.com and introduce yourself. Also, bonus points if you know where the tagline comes from.