

NJ1345967

Data Entry Specialist

POWER HOME REMODELING GROUP, INC.

Chester, PA, 19013

Duties and Responsibilities

Responsibilities

Analyze and pay high volume materials bills for our thirteen territories and growing

Log, record and review cash transactions

Scan and store documents to ensure they are easily located when needed

Uphold confidentiality

Assist with audits as needed

Special projects as assigned

Qualifications

Great attention to detail

Ability to work both independently and in a team setting

Must have knowledge of Excel

Ability to work under pressure with short deadlines

Experience with Great Plains preferred

B.A. Preferred

Compensation and Benefits

\$35,000 - \$40,000

Military Bonus for Vets or Military Spouses

Medical

Dental

Visions

401K with Company Match

Short Term Disability and Life Insurance

PTO

Growth potential to take on new tasks as needed

Nature of Work

Duration: Full Time, Regular

Normal Work Days: Monday, Tuesday, Wednesday, Thursday, Friday

Working Hour per Week: 40 hour(s)

Salary Range: 35000.00 - 40000.00 /Year

Post is open till: 12th March, 2018

Education

Applicants should have a Bachelor's Degree

Special Requirements

Applicant must Have Knowledge of Microsoft Excel
Applicant must Have ability to work under pressure with short deadlines
Applicant must experience with Great Plains preferred

Benefits

Leave: Vacation/paid time off

Retirement: 401K

Insurance: Dental, Life, Disability, Vision

Miscellaneous: Military Bonus for Vets or Military Spouses

About POWER HOME REMODELING GROUP, INC.

Power Home Remodeling is a company founded on equal parts hard work and positivity. We believe that “dream” and “achieve” are not mutually exclusive. And that philosophy has served us well in becoming Fortune Magazine’s #1 Workplace for Millennials and one of Glassdoor’s Best Places to Work.

90% of our executives begin their careers in entry-level positions at Power, because we recruit, train, and retain talented individuals with a drive to succeed. Power is more than a home remodeling company. Power is a dream realization, technology and innovation, community-advocacy, expectation-shattering, happiness-maximizing company that is dedicated to improvement, both for our customers, and ourselves.

Mission: Our mission is to provide our clients with the finest energy-saving home systems which will enhance their lives, their homes and their futures all while creating a gratifying remodeling experience.