

DATA ENTRY CLERK

About Clarity Homes:

At Clarity Homes, we place a great deal of importance on creating the best team possible. We hire motivated people and help them to perform their jobs superbly by creating an atmosphere where they can be guided by our passionately held goals and principles. It is our belief that our team members are our most valuable asset. Clarity Homes makes the difference for our customers by creating beautiful, affordable, and exceptional homes that stand out in any community.

Essential Duties and Responsibilities:

- Transfer data from original source into company database
- Verify data by comparing it to source documents
- Correct/update existing data
- Maintain accurate and thorough vendor records, including GL insurance certificates
- Organize and maintain source documents for reference
- Prepare reports as needed
- Create purchase orders/VPOs for review and approval of the Purchasing Manager
- Assist Office Manager with supply orders
- Assist leadership team with special projects
- Review data for errors, correcting any incompatibilities and checking output

Required Qualifications/Skillset:

- Strong computer skills (must have experience with Microsoft Office, Word & Excel)
- High attention to detail
- Critical thinker
- Excellent verbal and written communication
- Organizational skills
- Ability to multitask

Job Type: Full-time or Part-time Monday-Friday

Application Instructions: Send resume to info@clarityhomes.com