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Data Entry/Application Processor

Pearl Capital

New York, New York

Posted November 27, 2017

Pearl Capital is a leading alternative small business financing company located in lower Manhattan. We are seeking a **Data Entry/Application Processor** to join our team.

Responsibilities will include ensuring customer information is entered accurately into multiple databases in a standardized format within a tightly managed schedule; coordinate other data management and quality control processes with the underwriting department.

The ideal candidate will have experience with data entry, a strong work ethic, is organized and detail oriented and excellent follow-through; possess excellent verbal and written communication skills and can work efficiently within a fast-paced environment and with a broad range of personalities. Proficiency in Excel, Word and navigating the internet a must along with the ability to confidently work with numbers alongside a diverse group of teammates, knowledge of Salesforce or other CRM preferred.

If you love organizing and managing data, are ambitious, and enjoy a fast-paced environment where you'll see your efforts put into production, our company offers the opportunity to advance in your career.

We offer great perks, company sponsored lunches and fully stocked snack bar, gourmet coffee/espresso bar and all the water, Snapple and soda you can drink. In addition, we offer a comprehensive benefit package including PTO and paid holidays. Please email a resume and cover letter with the subject line "Application Processor".

We thank you for interest in career opportunities with Pearl Capital. Due to high volume only those candidates selected for an interview will be contacted.

Pearl Capital is an equal opportunity employer.

Job Type: Full-time

Salary: \$15.00 /hour

Required experience:

- Data Entry: 1 year

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