

Customer Service Associate

Gorell Windows & Doors, LLC, an Inc. 500 winner and one of the fastest-growing companies in PA, as well as one of the best places to work! Immediate opening in customer relations in both the Patio Room and Window divisions, an area in which Company is known nationally for excellence! On-site fitness center and great benefits. Candidates must have excellent communication and listening skills, a professional telephone presence and strong computer skills. Two years related experience preferred. 90% of job performed on telephone and computer, servicing established accounts. Construction and CAD experience a plus for the patio room position! Send your resume to: Gorell Windows & Doors, LLC, 1380 Wayne Ave., Indiana, PA 15701; e-mail to ashively@gorell.com; fax to (724) 465-1894 Attn: A. Shively.

EOE M/F/V/D

Human Resources Administration Associate

Gorell Windows & Doors, LLC has an opening for a Human Resources Administration Associate. Candidates must have strong computer skills, with emphasis on Excel, excellent organizational and communication skills, strong basic math skills and attention to detail, and the ability to set priorities and deal with multiple projects simultaneously. Previous experience with Kronos preferred. Must be able hold information in confidence, have a positive, service-oriented attitude, and work well with all levels of the organization. Degree or two years related administrative experience preferred. Will be involved with a wide variety of HR related functions. Send resume and salary requirements to: Gorell Windows & Doors, LLC, 1380 Wayne Ave., Indiana, PA 15701, Attn: A. Shively or e-mail to ashively@gorell.com or fax to: (724) 465-1894. EOE M/F/V/D

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Credit Manager

Gorell Windows & Doors LLC of Indiana, Pa is seeking an experienced Credit Manager. The successful candidate should have a minimum of 3 – 5 years hands on experience in analyzing financial statements to determine appropriate credit limits, verify bank and trade references, approve or deny customer shipments based upon credit limits, monitor accounts receivable, submit delinquent accounts to outside agency or attorney for collection, prepare monthly reports, and assist in the formulation of credit policies. Qualifications include the ability to interact effectively with customers, sales, service, credit insurance agencies, etc. both verbally and written, strong computer skills and experience with an integrated accounting system. Please send resume and cover letter, including salary requirements to: Gorell Windows & Doors, LLC., 1380 Wayne Ave., Indiana, PA 15701, Attn: E Starry or e-mail to estarry@gorell.com or fax to: (724) 465-1894. EOE Indiana, PA 15701, Attn: E Starry or e-mail to estarry@gorell.com or fax to: (724) 465-1894. EOE