



Data Entry & Auditing Specialist – This position can be full or part time but will have a set schedule with at least 6 hours in the office each work day, Monday-Friday.

As a Data Entry & Auditing Specialist, you will be responsible for ensuring the accuracy of data entry and play an integral role in the office performance and organizational strength of Cline Fire.

Data Entry Responsibilities:

- Review and enter data from paperwork (e.g., work orders and inspection reports) into company software, ensuring accuracy
- Contact technicians and coordinators within the company for clarification on work performed, when necessary
- Check and document reporting requirements for the appropriate AHJs (authorities having jurisdiction) for all work completed resulting in an inspection report being created or updated
- Enter newly installed/inspected fire protection systems into company software for tracking warranty dates and preparing inspection reports

Data Auditing Responsibilities:

- Review data entered into the company software for accuracy (e.g., work orders, inspection reports, fire protection systems and their components)
- Ensure all parts used in the field are accurately represented (e.g., part number, details) on the work orders for invoicing
- Submit required reports to the appropriate AHJs
- Email updated inspection reports to customers after service is performed, when appropriate

Additional Responsibilities:

- Conduct clerical duties, including, but not limited to, answering incoming phone calls, filing, responding to emails, and preparing and/or retrieving documents
- Other duties and responsibilities as assigned

Position Requirements:

- **Attention to detail and desire to do the work right every time**
- Effective written and verbal communication skills
- Strong computer technology capabilities
- Well-developed organizational and prioritization skills
- Willingness to change as company software and procedures are altered to provide improved results
- Ability to pass a drug test and background check

This role is designed to work alongside at least one other Data Entry & Auditing Specialist, so that one employee is always auditing the other's entries.

Compensation:

Compensation will be based on an hourly wage for actual time worked with an unpaid lunch. Pay for wages and benefits will be issued fortnightly through company payroll. This position is eligible for PTO and holiday pay in accordance with Cline Fire's policies and the health insurance and company-matched retirement plan offered by Cline Fire, but no additional benefits or compensations, whether directly stated or implied.

Cline Fire, LLC is an equal employment opportunity employer.