



Accountant - Cleveland, Ohio

Cleveland, OH

Apply

Job Type

Full-time

Description

The Staff Accountant should understand and be familiar with the application of accounting principles and procedures and be able to apply those principals in a practical setting. He or she has the responsibility for recording financial transactions and verifying the accuracy and reasonableness of selected account balances.

The staff accountant position is located at our corporate office: Gunton Corporation 26150 Richmond Road, Bedford Hts., OH 44146.

Requirements

Essential Duties and Responsibilities:

Coordinate month end preparation of financial statements and trial balances.

- Prepare selected tax returns and reports and related schedules.
- Coordinate and assist in the preparation of the year-end audit work paper package.
- Reconcile selected general ledger accounts.
- Determine proper handling of financial transactions and approve transactions within designated limits.
- Maintain and update general ledger chart of accounts.
- Provide selected data to assist with budget process
- Field first-line questions from administrative staff.
- Propose and implement additional accounting policies and procedures.
- Review, investigate and correct errors and inconsistencies in financial entries, documents, and reports.
- Evaluate existing internal controls for content and compliance.
- Perform internal audits as necessary.
- Perform any miscellaneous duties as assigned by your manager.

Qualifications, Skills, Abilities

- Working knowledge of federal, state, and local laws and best practices in accounting.
- Prior experience with QuickBooks preferred.
- Proficiency in Microsoft Office Suite, Project work management software (Asana preferred), Slack, Outlook, Google Workplace.
- Ability to analyze problems, gather information, assess alternatives, and develop solutions.
- Excellent time management skills, ability to manage multiple responsibilities and meet deadlines.
- Excellent attention to detail.
- Ability to work independently; self-motivated to follow-up and follow through with tasks.
- Excellent organizational skills: ability to manage space, files, paper, and data to ensure efficient access to documentation.
- Maintain professional conduct, attitude, and appearance at all times.

Benefits:

- 401(k)
- Profit Sharing
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance
- Employee Discount



Bookkeeper - Gunton Corporation - Bedford Heights, OH

Bedford Heights, OH

Apply

Job Type

Full-time

Description

On a day-to-day basis, the Bookkeeper will complete data entry, collect transactions, track debits, and maintain and monitor financial records. They also pay invoices, complete payroll, file tax returns and even maintain office supplies.

The Bookkeeper should understand and be familiar with the application of accounting principles and procedures and be able to apply those principals in a practical setting, and responsible for recording financial transactions and verify the accuracy and reasonableness of selected account balances.

In Office position, Monday -Friday 8am-4:45pm Full time. \$40,000 - \$45,000 depending on experience.

Benefits:

- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance
- Bonus
- Great Culture
- Employee Discount
- 401k
- Gunton Corporation 26150 Richmond Road, Bedford Heights, Ohio 44146

Requirements

- Proficient with Microsoft Excel
- Technical Ability
- Customer Focused
- Detail Oriented
- Team Focused
- Process Driven
- Analytical mindset and process driven
- Maintain high standard or ethical conduct
- Strong written and verbal communication skills
- Outstanding organizational skills with attention to detail
- Associates degree in accounting or equivalent
- Proficient with Microsoft Excel and accounting software
- Commitment toward innovation and continual process improvement

Preferred Success Factors

- Experience with Microsoft Great Plains Software
- Experience with Crystal Report Writer Software
- Work environment with this job primarily includes the typical office environment. The noise level of this job is typically low.
- Employees in office positions may occasionally enter warehouse work areas.
- Full-time
- Schedule: Typically, 8 hours daily, Monday - Friday



Recovery Technicians for Pella Windows & Doors - Cleveland, Ohio

Cleveland, OH

Apply

Job Type

Full-time

Description

Gunton Pella Corporation is looking to add 2 recovery technicians for in home services.

Responsibilities will include going to homes diagnose, adjust, repair, install, and trouble-shoot all Pella Windows and Door issues and their root causes on current product.

Excellent customer service and professional accumen is required.

\$22- \$29/hourly pending on experience

Benefits Include:

- Company vehicle provided *Start from home daily*
- 401(k)
- Dental insurance
- Employee discount
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Bi-Weekly pay
- Overtime is offered during peak season
- Bonus
- Cell phone and Ipad provided

Requirements

Job Requirements

- In home diagnose, adjust, repair, install, and trouble-shoot all Window and Door issues and their root causes on current product.
- Must be able to promote the Gunton tradition of "professionalism" and assist our organization in exceeding customer expectations.
- Exhibit the highest standard of personal ethics at all times.
- Adhere to all Gunton Corporation policies, including safety.
- Service all products sold by Gunton Corporation.
- Respond to urgent jobs based upon priority status.

CRITICAL SUCCESS FACTORS

- Customer Service Skills
- Process-Oriented
- Technical Aptitude
- Construction Knowledge
- Able to bend metal and interior trim
- Organizational Skills
- Flexibility
- Problem Solving Skills
- Ability to Lift 100 lbs.
- Emotional Stability
- Team-Focused

Salary Description

Up to \$29 per hour based on experience!



Commercial Project Manager - {\$25 - \$32/hourly} - Bedford Heights, OH

Cleveland, OH

Apply

Job Type

Full-time

Description

The Commercial Project Manager plans and oversees the building process of various construction projects from start to finish. Their duties include building and staying within the budget, retrieving the necessary permits to construct in certain communities and communicating the client's goals for certain projects to the subcontractors and construction workers.

This position is 80% in Office and 20% in the field(measuring etc). Pay Range \$25 - \$32hourly pending on experience

Benefits:

- 401(k)
- Profit Sharing
- Dental insurance
- Bonus potential
- Employee discount
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off

Requirements

- Collaborate with architects, sales reps, contractors and other workers in the same project
- Choose subcontractors and delegate their responsibilities
- Responsible for any delays, emergencies and problems that can arise
- Comply with safety and building codes as well as legal requirements
- Report project progress and budget to client
- Explain contract and technical matter to others in a clear manner
- Prepare budget and cost estimates, along with work timetables

Responsibilities/Accountabilities:

- External and internal customer contact
- Reviewing and booking orders from the sales team
- Purchasing product from vendors and our corporate manufacturing facilities
- Recording key dates and activities related to orders
- Scheduling and releasing completed product
- Scheduling of Value Add and Pre-finish
- Coordinating delivery of customer orders
- Managing recovery process for shortages and damaged product
- Ordering parts and/or scheduling service appointments as needed
- Resource for PQM /ADM and product offering questions
- May assist with physical inventory and help resolve inventory discrepancies

May occasionally enter warehouse work areas.

Job Type: Full-time

Schedule:

- 8 hour shift
- Monday to Friday 8:00am - 445pm



Commercial Sales Representative - Pella Windows & Doors

Bedford Heights, OH

Apply

Job Type

Full-time

Description

Gunton/Pella is an innovative, dynamic, growing company now looking for a Commercial Sales Representative for our Bedford Heights, Ohio territory. We need a confident, persuasive individual who is focused on details and thrives on a challenge.

We provide independence and an exciting, fast paced and fun work environment. We look for you to provide a competitive drive, an outgoing nature, and the will to be the best Commercial Sales Representative in the industry.

Requirements

Benefits

401(k)
Employee discount
Flexible spending account
Health insurance
Health savings account
Life insurance
Paid time off
Laptop and cell phone provided
Vehicle allowance
Full Benefits package including Medical, Dental, 401K and Profit Sharing plans
Competitive salary with commission-based compensation
Quality engineered product solutions that are unmatched in the construction industry
Excellent training programs and career development opportunities
Reputation of the Pella Brand

Job Responsibilities

Achieve sales goals by representing Pella windows and doors, which are highly recognized within building industry for their quality. Gunton Corporation's additional services, such as product installation or product pre-finishing offering, exceeds virtually every competitor.

Establish a pipeline to build a book of business through a consistent focus on prospecting and account acquisition or by establishing relationships with General Contracting Firms and Architectural Firms that are involved in future Commercial Projects.

Develop relationships with Commercial Contractors, Architects, Property Managers and other influencers in Philadelphia commercial construction projects

Build a reputation as a reliable partner that meets project deadlines

Continually strive for 100% "Very Satisfied" business partners

Qualifications

Bachelor's degree or related experience and/or training including sales/technical product expertise; or equivalent combination of education and experience

Prior building industry sales experience is preferred

A track record of success supported by result and achievements

Technologically advanced to maximize your efficiency



HANDYMAN / CARPENTERS / SERVICE TECHNICIANS FOR PELLA WINDOWS & DOORS

Cleveland, OH

Apply

Job Type

Full-time

Description

Gunton Pella Corporation is looking to add 2 service technicians for in home services.

Responsibilities will include going to homes diagnose, adjust, repair, install, and trouble-shoot all Pella Windows and Door issues and their root causes on current product. Great Customer Service and professional acumen is required.

\$22- \$28/HOURLY PENDING ON EXPERIENCE.

Benefits:

- Company vehicle provided *Start from home daily*
- 401(k)
- Dental Insurance
- Employee discount
- Flexible spending account
- Health Insurance
- Health savings account
- Life Insurance
- Paid time off
- Bi-Weekly pay
- Overtime is offered
- Bonus
- Cell phone and Ipad

Requirements

Job Requirements

- In home diagnose, adjust, repair, install, and trouble-shoot all Window and Door issues and their root causes on current product.
- Must be able to promote the Gunton tradition of "professionalism" and assist our organization in exceeding customer expectations.
- Exhibit the highest standard of personal ethics at all times.
- Adhere to all Gunton Corporation policies, including safety.
- Service all products sold by Gunton Corporation.
- Respond to urgent jobs based upon priority status.

CRITICAL SUCCESS FACTORS

- Customer Service Skills
- Process-Oriented
- Technical Aptitude
- Construction Knowledge
- Able to bend metal and interior trim
- Organizational Skills
- Flexibility
- Problem Solving Skills
- Ability to Lift 100 lbs.
- Emotional Stability
- Team-Focused

Salary Description

Up to \$29 per hour based on experience!



Warehouse - Bedford Hts, OH (6am - 3:30p)

Bedford Heights, OH

Apply

Job Type

Full-time

Description

The position requires a versatile, dependable individual with the ability to multi-task. You will be responsible for operating and maintaining various machines, load and unload frequently heavy materials, and follow directions from supervisors. Candidates will need to be physically fit, reliable, and hard working to be successful in this role.

Requirements

\$18 per hour

Hours: Monday through Friday - 6:00am to 3:30pm

Operate and care for material handling equipment

Loading, receiving and delivery of materials, including scanning barcodes and completing required administrative responsibilities

Perform light maintenance and cleaning when required

Follow instructions from supervisors as directed

Ready to learn from on-the-job training when necessary

Reporting Relationship

Reports to the Operations Manager

Position Requirements:

Must have experience driving material handling equipment

Be at least 18 years of age

High school diploma

3 yrs experience in Warehouse work environment

Ability to lift 50+ pounds on a regular basis

Ability to work on your feet for 8 hours

Workers must be punctual and reliable

Basic math skills

Strong communication skills

Salary Description

\$18 per hour



\$23/hr. Class A Delivery Driver Bedford Heights, OH

Cleveland, OH

Apply

Job Type

Full-time

Description

JOIN A GREAT TEAM GUNTON PELLA CORPORATION 26150 RICHMOND ROAD, BEDFORD HEIGHTS, OH 44146

The Delivery Driver will be responsible for operating and maintaining various machines, load and unload frequently heavy materials, and follow directions from supervisors.

Candidates must be able to demonstrate physical ability to perform job responsibilities.

Requirements

- MUST HAVE STRONG INTEGRITY
- MUST HAVE STRONG CUSTOMER SERVICE SKILLS
- MUST BE RESPECTFUL TO CO-WORKERS AND CUSTOMERS
- MUST BE PUNCTUAL AND RELIABLE
- OPERATE AND CARE FOR MATERIAL HANDLING EQUIPMENT
- THE ABILITY TO SAFELY OPERATE SEVERAL DIFFERENT CDL VEHICLES.
- **CLASS B REQUIRED AND CLASS A PREFERRED.**
- FOLLOW INSTRUCTIONS FROM SUPERVISORS AS DIRECTED
- READY TO LEARN FROM ON THE JOB TRAINING WHEN NECESSARY

POSITION REQUIREMENTS

- CUSTOMER SERVICE
- MUST HAVE VALID DRIVER LICENSE AND PASS MEDICAL DOT PHYSICAL
- MUST HAVE EXPERIENCE DRIVING BOX TRUCKS/VANS, SMALL TRUCKS AND MATERIAL HANDLING EQUIPMENT
- MUST BE AT LEAST 18 YEARS OF AGE
- HIGH SCHOOL DIPLOMA/GED REQUIRED
- ABILITY TO LIFT 50LBS REPEATEDLY
- ABILITY TO WORK ON YOUR FEET FOR 8 HOURS
- ABILITY TO WORK IN ALL WEATHER
- BASIC MATH

Benefits:

- \$23 hourly
- 401(k)
- Dental insurance
- Employee discount
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- BI-WEEKLY PAY

Schedule:

- 8 HOUR SHIFT
- MONDAY - FRIDAY



Inside Sales Representative - Bedford Heights, OH

Bedford Heights, OH

Apply

Job Type

Full-time

Description

Gunton Corporation has a great new opportunity "Entry Level Sales Rep" in our Pella Showroom located at 26150 Richmond Road, Bedford Heights, OH 44146.

Support customer growth, profitability and other performance objectives of the branch office through coordination and maintenance of all inside selling and office procedures.

Benefits:

- Pay range pending on experience \$19.00 -\$23/hourly
- 9am-5pm Monday -Friday & 1 Saturday a month.
- 401(k)
- Dental insurance
- Bonus potential
- Employee discount
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off

Ensure all policies and procedures in accordance with the Gunton Selling System are handled in a timely manner. Accurate follow-up on all customer requests, quotes, orders, and inquiries.

Work in conjunction with Sales Representatives to ensure that the branch office achieves performance goals in customer satisfaction, quotes, bookings, cost containment, and margin (discounting).

Requirements

- Must have professionalism
- Convert In-Store, Phone-In, or Website contacts into appointments for the appropriate segment outside sales representative.
- Manage the input of information into our contact management system (CRM) so data is up-to-date and accurate.
- Develop extensive product knowledge, process knowledge, and the ability to navigate the Pella Direct Quoting System.
- Translate blueprints into detailed, concise take-offs that are legible and accurate.
- Convert take-offs into quotes through the Pella Quoting System into accurate proposals/contracts.
- Maintain high centralized quoting usage so that majority of time can be devoted to selling activities (showroom selling, prospecting, and quote follow-up) rather than administrative work.
- Communicate customer product service needs to the customer service team through the Gunton Private Network in a timely manner.
- Assist in the training and development of new employees.
- Participate in seasonal Friends of Pella /Non Pella User seminars for prospects and customers with the goal of increasing sales
- Manage mailings; filing, software updates, office supplies, and promotional literature inventories.
- Proactively supports all segments with the Windowscaping Center.
- Make daily prospecting calls to facilitate appointments for all outside Representatives in Windowscaping Center.

- Manage housekeeping activities involving all Windowscaping team members to maintain a clean, professional, presentable office environment.
- Perform additional responsibilities assigned by your manager

Customer-focused

- Team-focused
- Process driven
- Results oriented
- Outstanding organizational skills with the ability to multitask with an attention to detail
- Highly computer literate, proficient in Microsoft office
- Strong verbal and written communication skills
- Professional appearance
- Excellent interpersonal skills
- Time management abilities
- Previous selling experience
- Ability to read and understand blueprints
- Experience in construction industry
- Leadership abilities

Salary Description

\$19.00 to \$23/hr



Outside Sales Representative - In Home - Cleveland West-Side Suburbs

Cleveland West-Side Suburbs, OH

Apply

Job Type

Full-time

Description

Does the thought of a sales position with uncapped earning potential excite you? Are you an independent, results-driven individual with a competitive hunger to succeed? If you answered yes to either of these questions, we would enjoy the opportunity to speak with you!

Gunton Corporation, dba Pella Windows & Doors, is an innovative leader in our industry. Due to our unprecedented growth, we are actively expanding our Outside Sales Team that calls on our residential customers'. Being the largest independent distributor of Pella Windows & Doors in the country, we strive to uphold the reputation of the Pella brand while providing a world class experience for every customer. Our sales representatives provide solutions for our customers' window and door needs, and are the key component to our 90+ years of success.

Join the Gunton/Pella team, the highest-quality brand and most-trusted and innovative company in the industry!

Requirements

Our Sales Representatives:

- * Are outgoing, friendly, and adept at building long-term relationships
- * Are Self-motivated and relentless in achieving their goals
- * Are inquisitive and focused on solution to any challenge
- * Can multi-task and adapt to changing priorities
- * Are precise and detail oriented

We offer:

- Base salary plus commissions
- Paid Vacation
- Health Insurance
- Paid Training
- Flexible Spending Account
- Travel Awards
- Vision Insurance
- Dental Insurance
- Life Insurance
- 401(k)
- Profit Sharing
- Wellness Program
- Employee Discounts
- Vehicle Allowance
- Phone and Laptop
- No overnight travel
- Small Geographical Territories

We Require:

- * A Valid Driver's License with an acceptable driving record
- * The ability to complete and pass a pre-employment drug and background screening

Salary Description

\$100,000-\$150,000 per year

SUB-CONTRACTORS WANTED FOR WINDOWS & DOORS INSTALLATIONS - Northeast, OH



SUB-CONTRACTORS WANTED FOR WINDOWS & DOORS INSTALLATIONS - Northeast, OH

Apply

Cleveland, OH

Job Type

Full-time, Part-time

Description

Reputable Window & Door Company seeking skilled sub-contractors to remove and install windows & doors in the Northeast Ohio area.

We prefer to contract with independently-established companies who have previous experience installing replacement windows & doors, and are certified with EPA to perform Lead Paint Installations, LLC will be required.

Please mention this ad when you contact BOB ANDERSON @ 216-407-3870 or email bob_anderson@gunton.com.

Earning Potential \$50,000.00 - \$300,000.00 PLUS!

Full-Time and Part-Time Available

Requirements

Primary Work Content and Responsibilities

- Use of good industry practices
- Expert methods of installation, and work procedures
- Removes existing windows & doors
- Prepares openings for new product
- Installs new windows and doors
- Installs product hardware and other accessories

Salary Description

\$50,000 - \$300,000 PLUS!!



Service Technicians for Pella Windows & Doors - Cleveland, Ohio

Cleveland, OH

Apply

Job Type

Full-time

Description

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Excellent customer service and professional accumen is required.

\$22- \$29/hourly pending on experience

Benefits Include:

- Company vehicle provided *Start from home daily*
- 401(k)
- Dental insurance
- Employee discount
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Bi-Weekly pay
- Overtime is offered during peak season
- Bonus
- Cell phone and Ipad provided

Requirements

Job Requirements

- In home diagnose, adjust, repair, install, and trouble-shoot all Window and Door issues and their root causes on current product.
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CRITICAL SUCCESS FACTORS

- Customer Service Skills
- Process-Oriented
- Technical Aptitude
- Construction Knowledge
- Able to bend metal and interior trim
- Organizational Skills
- Flexibility
- Problem Solving Skills
- Ability to Lift 100 lbs.
- Emotional Stability
- Team-Focused

Salary Description

Up to \$29 per hour based on experience!



OUTSIDE SALES REPRESENTATIVES - IN HOME - BEDFORD HEIGHTS, OHIO
BEDFORD HEIGHTS, OH

Apply

Job Type

Full-time, Full-time

Description

Does the thought of a sales position with uncapped earning potential excite you?
Are you an independent, results-driven individual with a competitive hunger to succeed?
If you answered yes to either of these questions, we would enjoy the opportunity to speak with you!

Gunton Corporation, dba Pella Windows & Doors, is an innovative leader in our industry. Due to our unprecedented growth, we are actively expanding our Outside Sales Team that calls on our residential customers'. Being the largest independent distributor of Pella Windows & Doors in the country, we strive to uphold the reputation of the Pella brand while providing a world class experience for every customer. Our sales representatives provide solutions for our customers' window and door needs, and are the key component to our 90+ years of success.

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Requirements

Our Sales Representatives:

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- * Are Self-motivated and relentless in achieving their goals
- * Are inquisitive and focused on solution to any challenge
- * Can multi-task and adapt to changing priorities
- * Are precise and detail oriented

We offer:

Paid Vacation
Health Insurance
Paid Training
Travel Awards
Vision Insurance
Dental Insurance
Life Insurance
401(k)
Profit Sharing
Wellness Program
Employee Discounts
Vehicle Allowance
Phone and Laptop
No overnight travel
Small Geographical Territories

We Require:

- * A Valid Driver's License with an acceptable driving record
- * The ability to complete and pass a pre-employment drug and background screening

Salary Description

\$75,000- \$150,000 ANNUALLY