

## REPORTING ASSOCIATE IN HARRISBURG, PA

RECRUITING DETAIL-ORIENTED INDIVIDUALS WITH A STRONG DESIRE TO LEARN, COLLECT DATA, AND ORGANIZE INFORMATION INTO MEANINGFUL REPORTS FOR CUSTOMERS.

### ABOUT OUR COMPANY:

With over 20 years of experience in supporting corporate and federal recruitment, workplace mentoring, and technology accessibility initiatives, Bender Consulting Services, Inc. is the leading national expert in disability employment solutions for private and public sector employers. To learn more about how to start your career with Bender Consulting Services, Inc., please visit our website at [www.benderconsult.com](http://www.benderconsult.com).

### HOW TO APPLY:

To apply for consideration for the following career opportunity for people with disabilities, please visit [www.benderconsult.com/careers/submit-resume](http://www.benderconsult.com/careers/submit-resume) and complete the electronic form.

### POSITION DESCRIPTION:

- Collect, validate, analyze and organize data into meaningful computerized reports by manipulating and extracting data for customers.
- Generate reports through mainframe and/or PC applications, either by utilizing established applications and programs or developing new ones.
- Accurately estimate completion dates, communicate report status to customers and management, and develop work plans to meet deadlines.
- Resolve business problems related to automated systems, provide data analysis, and develop and implement solutions.
- Develop custom files and reports in both mainframe and PC formats and applications.

### QUALIFICATIONS:

- High school diploma or GED required for all levels; Bachelor's degree in math, computer science, quantitative business analysis, or a related field preferred.
- Experience with Access, Excel, and databases.
- Detail-oriented, with a strong desire to learn and implement new concepts, ideas, and technologies.
- Excellent written, verbal, and interpersonal skills required.
- Knowledge of SQL and SAS a plus.