

Position: Data Reconciliation Specialist

To Apply: Submit resume and cover letter, including salary requirements to Human Resources:
careers@seacastleinc.com

Work Location: Princeton, NJ

Reports to: Data Reconciliation Supervisor

Position Summary

Entry level position will work primarily with in-house chassis tracking system in data center. Responsibilities include monitoring data integrity to ensure accurate and timely EDI reporting of transportation events. Investigation and subsequent data correction of inaccuracies in a timely and accurate fashion.

Essential Responsibilities/Duties/Functions/Tasks

- Responsible for entering alpha/numeric information into company database.
- Responsible for verifying data to ensure accuracy of completed work; scanning and editing for errors during processing.

Non-Essential Responsibilities

- Responsible for performing various job-related duties as assigned.

Qualifications

- Knowledge of Microsoft Excel, Internet Explorer & Outlook
- Ability to learn and adapt to proprietary internal software system
- Ability to function effectively in a fast paced, team oriented work environment
- Ability to identify problems, process resolution and implement action or solution timely
- Ability to meet deadlines; prioritize workload and handle multiple tasks.

Special Position Requirements

No travel required.

Preferences

Knowledge of Intermodal operations a plus.

Work Requirements

This position requires long periods sitting behind a desk, performing tasks on a computer.

Work Environment

- This job function is performed in an office setting requiring normal safety precautions.
- Tempo is fast-paced with stringent deadlines.