

Position: Logistics Coordinator – Forecasting

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

Department: Logistics

Work Location: Princeton, NJ

Reports To: Logistics Manager

Position Summary

Entry level position will work primarily with in-house chassis forecasting system in national data center. Responsibilities include entering data into database, generating reports, and evaluating needed action.

Essential Responsibilities/Duties/Functions/Tasks

- Update and maintain in-house chassis forecasting system
- Establish and coordinate schedule with local pool administrators
- Prepare and publish daily reports
- Perform analysis on performance trends
- Perform various other job-related duties as assigned.

Qualifications

- College degree or equivalent years of experience
- Proficient Microsoft Office 2007, including Excel, Internet Explorer & Outlook
- Ability to learn and adapt to new 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 workloads 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.