

## Position: M&R Invoice Review Coordinator

**To Apply:** Submit resume and cover letter, including salary requirements to Human Resources:  
[careers@seacastleinc.com](mailto:careers@seacastleinc.com)

**Department:** Operations

**Work Location:** Princeton, NJ

**Reports To:** Manager, M&R Invoice Review

### Position Summary

This position will be to coordinate, process, and report on activities that take place at Seacastle pool locations.

### Essential Responsibilities/Duties/Functions/Tasks

- Issue Purchase Orders as required to authorize vendors to repair and subsequently issue invoices.
- Maintain and report tire orders, deliveries, and usage.
- Coordinate, maintain, and report, vendor tire activities and inventories.
- Review, validate, and approve:
  - Pool tire invoices and payments received.
  - Manual invoices received from pool vendors.
  - Electronically transmitted invoices received from pool vendors.
- Review daily systems rejected and suspended invoices for acceptance or reverting back to originators.
- Review invoices for damages with potential re-bills to 3<sup>rd</sup> parties.
- Investigate potential 3<sup>rd</sup> party re-bills. This may include gathering documentation and researching various databases.
- Perform 3<sup>rd</sup> party re-bills, which may be manually or systems generated.
- Create and distribute reports for:
  - Various pool vendor activities.
  - Various field and Operational activities.
- Assist in the coordination of all activities as they relate to Seacastle pool vendors and the services provided therein.
- Continue to identify and correct system issues and develop process improvements.

### Qualifications

- Two (2) years experience in maintenance and repair type job preferred, but not required
- Ability to use Microsoft Excel, Internet Explorer & Outlook
- Able to learn and adapt to new internal software system
- Ability to perform data entry type functions
- Ability to function effectively in a fast paced, team oriented work environment
- Ability to identify problems, process resolution, and implement actions or solutions timely
- Ability to meet deadlines; prioritize workloads, and handle multiple tasks
- Ability to effectively communicate with vendors and field personnel, and to work out solutions.

### Special Position Requirement

Position requires extensive use of a computer and in house and outsourced software applications.