



### **Job Title**

Operations Administrator (Montvale, NJ)

### **Reports to**

Director, Corporate Procurement

### **Who We Are**

SeaCube is a global leader in the intermodal transportation industry, providing companies with best-in-class equipment solutions, technology and customer support to move the world's cargo. We acquire, own, manage and lease containers, primarily on long-term contracts with the world's largest shipping lines. Today, SeaCube is looking well beyond the horizon, building on our strong foundation to deliver new and innovative container and leasing solutions that solve longstanding transportation challenges to help our customers increase efficiencies and gain a competitive advantage.

### **Functional Summary**

This role provides critical operational and administrative support to Headquarters Operations and international field teams. The position is responsible for ensuring the accuracy, integrity, and timely maintenance of systems data and documentation from a corporate perspective, including reporting and oversight of factory-related activity.

### **Responsibilities**

- Maintain and organize files related to container certifications, including ABS, BV, ATO/DLO, and other required documentation.
- Receive new production equipment into the rental system based on daily inspection and acceptance reports.
- Upload and maintain daily inspection reports, specifications, classification society certificates, and all other work order documentation within the rental system.
- Review SeaCube invoices for accuracy and process them for approval.
- Partner with factory representatives to resolve data entry discrepancies and ensure timely reconciliation of identified errors.
- Monitor and update daily gate activity from factories and depots.
- Coordinate customer booking requirements and distribute booking and release notifications to the appropriate factories and depots.
- Coordinate empty and one-way positioning bookings with the Network Optimization team and distribute booking and release notifications to the appropriate factories and depots.
- Maintain working knowledge of California Air Resources Board (CARB) registration requirements for generator sets and manage updates within both state and internal registration systems.
- Respond to customer inquiries as needed in a timely and professional manner.
- Prepare and distribute management reports as required.
- Collaborate with systems providers and the SeaCube MIS team to address issues related to the CRM system.
- Partner with the SeaCube MIS team on user testing for new system enhancements and developments.
- Issue booking and pre-clear authorizations in accordance with established procedures.
- Support ad hoc projects and reporting requests as assigned.

*All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, national origin, or veteran status.*



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### **Knowledge, Skills and Abilities**

- Demonstrated proficiency in software tools used for data extraction, analysis, manipulation, and presentation, including Microsoft Office applications.
- Demonstrates exceptional accuracy, attention to detail, and a high degree of organization.
- Strong verbal and written communication skills, with the ability to communicate clearly and professionally.

### **Education and Minimum Qualifications**

- Bachelor's degree required.
- 1–3 years of relevant work experience, preferably in a related field.

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