**Reports to:** Director, Corporate Procurement

**FLSA Status:** Exempt

**Prepared by:** Director, Corporate Procurement / VP Operations & Procurement

***Summary:***

This position serves to provide back office support to (HQ) Operations along with the International field personnel business segments. The primary emphasis of this position is to ensure accuracy relative to systems data and details from a corporate viewpoint including but not limited to reporting all factory activity.

***Essential Duties & Responsibilities:***

* Maintain files as they are related to container certifications i.e. ABS, BV, ATO/DLO, and etc.
* Responsible for receiving new production equipment(s) based on daily inspections and acceptance reports into Rental system.
* Responsible for uploading daily inspections reports, specifications, classification society certificates, and all other documents associated with the Work Order into Rental system.
* Responsible to review SeaCube’s invoices to ensure accuracy for approval.
* Collaborate with factory locations / representatives concerning illogical data entries and ultimate reconciliation of any errors detected.
* Responsible to monitor and update daily gate activities at the factory and depot.
* Coordinate Customer’s booking requirement and distribute booking/release notification to the appropriate factories/depots.
* Coordinate Empty and One-Way positioning bookings with Network Optimization Team and distribute booking/release notification to the appropriate factories/depots.
* Understand the California Air Resources Board (CARB) registration requirement for generator sets (Gen Sets) and upload/maintain both the State and Internal registration system.
* Managing Customer’s inquires received via phone, e-mail.
* Compile management reports and distribute as needed.

***Essential Duties & Responsibilities (cont’d):***

* Collaborate with RAM & SeaCube MIS group regarding problem areas that may be encountered with the inventory control system (Rental).
* This is also inclusive of extensive user testing related to new system developments.
* Issue booking and pre-clear authorizations
* Ad-hoc projects and reports as requested.

***Knowledge, Skills, and Abilities:***

* Demonstrate competence in the use of software tools for data extraction, manipulation and
* presentation (e.g., Microsoft Office).
* Highest standards of accuracy and precision; highly organized.
* Articulate with excellent verbal and written communication skills

***Minimum Qualifications:***

* B.S./B.A. required.
* 1-3 year’s work experience, ideally in related field.

SeaCube is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, national origin, or veteran status.