Associate IT Analyst / Programmer
Richmond, VA

We are recruiting a recent grad or aspiring developer with Programming education and some experience with programming languages to work in our client's Richmond, VA manufacturing facility.

The ideal candidate will have an Associate's or Bachelor's Degree, with strong PC / programming experience.

Job Summary
This position is responsible for writing programs and procedures to convert various customer data into usable formats.

Primary Duties and Responsibilities (*Essential Functions)
These are functions a qualified incumbent or applicant must be able to perform with or without reasonable accommodation.

- Program converts various customer databases into usable formats.
- Creates and executes programs to process customers' database to be compliant with U.S. Postal Service and other logistics providers.
- Creates programs to process customers' database to output labels, files and documentation required for acceptance by USPS or other logistics providers.
- Consults with customers involving technical and distribution issues.

Other duties as assigned.

Requirements

- Associate's Degree or equivalent combination of education, training and experience;
- Strong PC experience.
- Education or experience in 1-2+ programming languages.
- Ability to work a flexible schedule.
- Excellent verbal and written communication skills.
- Ability to work independently.
- Excellent team player skills.
- Analytical ability and detail oriented.
- Desired:
  - Experience with postal and distribution applications such Pitney Bowes/Postal Soft and WindowBook/Monticello.
  - Computer network experience.
  - Knowledge of AS400 CL programming language.
  - Knowledge of AS400 RPG or COBOL.

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