



**Fisheries Data Entry/Data Processor**  
**NOAA Fisheries Service Northeast Regional Office (NERO)**  
**Gloucester, MA**

I.M. Systems Group, Inc. (IMSG) ([www.imsmsg.com](http://www.imsmsg.com)), a Federal Government Contractor is looking to submit resumes for a Fisheries Data Entry/Data Processor to work at NOAA's Fisheries Service Northeast Regional Office (NERO) located in Gloucester, MA.

As a cornerstone for the analysis of the state of the fishery and general health of the fishing resource, it is necessary to collect and promptly and accurately process all vessel fishing report data. Federally permitted fishing vessels are required by law to submit vessel reports in accordance with the reporting timelines specified in the regulations cited in this document. Permit holders (i.e., vessel owners and operators) must abide by federal compliance regulations in order to maintain and renew their annual federal fishing permits. Permitted vessel owners and operators are required to submit to NMFS accurate fishing reports.

**Duties:**

- Perform audit of hard copy and data base reports
- Responsible for quality control as well as scanning of reports

**Qualifications:**

- Requires familiarity with Microsoft Office Suite of products
- Ability to learn the NOAA NMFS NERO internal applications
- Prior experience working at NOAA is a plus

**To Apply:**

Please submit your resume, the contact information for three (3) references, your salary requirements and a cover letter explaining how your qualifications meet the requirements of the position to [jobs@imsmsg.com](mailto:jobs@imsmsg.com) with the following subject line: **NERO11004 - Fisheries Data Entry/Data Processor.**

IMSG offers an outstanding benefits package including company paid medical benefits and three weeks paid time off. The salary range for this position is 25-28k.

*IMSG is an Equal Opportunity Employer and Veteran friendly.*