

Position Opportunity Notice
NEW YORK NEW JERSEY RAIL, LLC
RAILROAD ASSISTANT OFFICE MANAGER

LOCATION: New York New Jersey Rail, Greenville Yard – Jersey City, New Jersey

Job Summary

Perform general rail yard office duties. Primary Activity and Responsibilities include:

- Communicate to customers and others by radio, telephone and computer.
- Complete daily railcar tracking and provide customer notification of car arrival (ETA).
- Conduct Administrative duties and record keeping .
- Complete data transfer of RMI interchange and interchange railcars to other carriers.
- Record keeping and Preparation of various daily reports to the crew.
- Prepare daily carfloat loadings and delivery locations and provide to the crew.
- Ensure compliance with all railroad safety rules reporting.

Minimum Qualifications

- High School or equivalent
- Computer skills in Microsoft Excel, Word
- Type 25 average words per minute
- One to three years of related experience
- Knowledge of RMI railcar management system is a plus

Basic Competencies

- Verbal comprehension (understand oral and written communications both general and technical)
- Communication skills (provide clear instructions/directions)
- Reasoning skills (problem solving and troubleshooting skills)
- Computer Skills (Word, Excel)

Employment Conditions

- Must pass background screening
- Must pass a post offer medical exam, including vision, hearing and drug test
- Work will includes both office setting and outside in all weather conditions
- Must pass 6 Month Probationary period successfully

Benefits

- **\$20 / Hour**
- **US Railroad Retirement**

CONTACT/RESUMES: Info@nynjr.com