

The Reading and Northern Railroad is a progressive regional railroad seeking a hardworking, motivated individual to fill a full time position as Administrator for our Operations department.

Duties include but are not limited to:

- Handle daily train crew scheduling
- Monthly FRA reporting
- Auditing time sheets and various Operating Department documents.
- Data entry and tracking for creating metrics
- Taxi train crews
- Keep records for safety and FRA matters.

A good candidate must possess the following skills:

- Proficient in Microsoft Word and Excel
- Excellent communication skills
- Ability to be a self-starter, work independently and meet deadlines.
- Strong attention to detail
- Ability to interact well with crew members and all levels of management.
- Strong organization, time management and problem solving skills.
- Flexibility to work in office and on occasion out in the field.
- Experience in working with metrics

This will be a fast paced environment with an excellent benefit package and competitive wages. For further information about the position and our company please visit our website at www.readingnorthern.com. You may fill out an application via our website and submit it along with a resume by email at HRDept@readingnorthern.com , fax to 484-668-6085 or mail it to PO Box 218 Port Clinton PA 19549.