



Job Title: Transportation Administrator

Company: Omaha Track, Inc.

Organization: Transportation/Operations

Location: Omaha, NE – Corporate Office

Site Supervisor: Director of Contract Administration

Manager: Director of Contract Administration

Exempt Status: Non- Exempt

Position Status: Full-Time

Position Description

The Transportation Specialist(s) are responsible for administrative aspects of material moved by trucks and railcars. This position will also include production reporting, billing loaded railcar moves, and private rail car administration.

Major Areas of Responsibility

- Provide administrative support as needed for the Transportation department.
- Assist with data entry, file organization, incoming and outgoing mail and correspondence, and daily/routine reporting for the Transportation department
- Manage the collection, tracking, and payment of truck and rail car invoices
- Produce car pool reports, production reports, and various budgeting reports
- Entering, tracking, and billing loaded cars through railroad systems to their intended destination
- Estimating car turns and projecting when cars will be available for use
- Managing our private rail car administration on Rail, Inc., Umler, etc.
- Perform additional duties as assigned or required not specifically outlined in this job description

Minimum Qualifications

- High school diploma or equivalent is required
- 1 – 3 years of experience in an administrative support role
- Bilingual in English and Spanish is preferred
- Excellent written and verbal communication skills with a high level of accuracy and attention to detail
- Demonstrated experience in providing a superior level of customer service and professionalism
- Demonstrated ability to prioritize tasks appropriately, complete tasks, and follow-up on outstanding items
- Strong planning and organizational skills including demonstrated ability to meet deadlines
- Ability to anticipate, understand, and provide support for the tactical needs of the division
- Demonstrated initiative to proactively seek out work, complete tasks, and follow-up on outstanding items
- Demonstrated ability to successfully manage projects through completion
- Strong organizational and computer skills, including intermediate experience in Microsoft Excel

Work Requirements

- Dependable and consistent attendance/punctuality
- Ability to work independently yet demonstrate teamwork
- Ability to multi-task a number of assignments/projects at one time
- Ability to maintain confidentiality with sensitive organizational and personnel information
- Ability to build and maintain effective relationships at all levels of the organization

- Strong aptitude with technology including proficiency with basic computer programs and Microsoft Office Suite
- Ability to meet all functional requirements including, but not limited to: lifting/carrying, pulling, sitting, kneeling, standing, walking, bending, squatting, finger dexterity, and reaching above/below shoulders

Signature

Date

Managers Signature

Date

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

This job description was last updated on February 6, 2020.