

**Posting Period**  
**October 9-23, 2012**

## **Office Services Coordinator II**

### **Summary of Duties**

Reporting directly to the Section Manager, Office Services, processes office service requests and requisitions for corporate offices and outlying locations. Coordinates all out-of-region business travel request for Metra employees. Responsible for the maintenance and renewal of expiring or financially exhausted contracts. Arranges service calls for equipment repairs. Orders office equipment supplies and projects future supply demands. Evaluates performance levels and arranges relocation of office equipment within the organization. Coordinates storage and retrieval of corporate records at off-site storage locations. Reconciles billing discrepancies. Performs other related duties as assigned to meet the ongoing needs of the organization.

### **Minimum Acceptable Qualifications**

- Must possess a high school diploma or GED equivalent.
- In addition to #1, must have a minimum of three (3) years of office related experience.
- Must have a general operating knowledge of office equipment, which must include copiers.
- Must be proficient in Microsoft Office Suite and possess strong data inputting skills.
- Must have experience using mainframe and/or a purchase order system.
- Must possess excellent organizational, oral and written communication skills.
- Must possess and maintain a valid driver's license.

All employees are responsible for performing their job safely, and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations.

### **Other Important Information**

- Subject to a physical examination/drug test and background check to verify information regarding education, employment history, vehicle and criminal history.
- Only resumes with salary history will be considered.
- Only qualified candidates will receive consideration.
- Relocation is not available for this position.

**If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to:**

E-mail: [jobs@metrarr.com](mailto:jobs@metrarr.com)

Metra is an Equal Opportunity/Affirmative Action Employer. It is our policy to fill vacant positions with qualified candidates without regard to race, color, sex, religion, national origin, age, or disability, assuming an individual can perform the essential functions of the job with or without accommodation.

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