

Posting Period
February 26 – March 12, 2013

Executive Secretary II

Summary of Duties

Reporting directly to the Chief Operations Officer, performs diverse and complex administrative duties exercising confidentiality, sound and independent judgment. Supports Chief Operations Officer, Safety Director, Regulatory Compliance Director, and Senior Manager Operations Projects. Responsible for coordinating multiple daily projects and clerical duties including prioritizing and directing the flow of telecommunications, written and electronic correspondence, scheduling meetings, monitoring and updating calendars. Performs other related duties as assigned to meet the ongoing needs of the organization.

Minimum Acceptable Qualifications

- High school graduate plus any additional education and/or experience sufficient to demonstrate outstanding business protocol in a corporate executive environment.
- Minimum three (3) years executive support experience.
- Must be able to type sixty (60) wpm plus proficiency and functional knowledge of Microsoft Office Suite with emphasis on Word, Excel, PowerPoint, Access, and Outlook.
- Strong interpersonal skills in dealing with all levels of management, other external groups and/or organizations.
- Must possess the ability to work with sensitive information while maintaining strict confidentiality.
- Must possess excellent oral and written communication skills, as well as record keeping and organizational skills.
- Demonstrated self-starter with strong independent judgment and problem solving skills.

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

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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