

Posting Period
March 21 – April 4, 2013

Temp Administrator

Summary of Duties

Reporting directly to the Manager, Fleet Maintenance, administers and maintains accurate records, appointments and repair histories for the entire fleet of 500 vehicles. Performs administrative tasks for the Fleet Maintenance Division while ensuring Fleet Maintenance records and files are updated and accurate. Organizes and prioritizes large volumes of information and files. Maintains filing systems and files vehicle information which includes: purchase orders, change orders, repair invoices FRA inspections, OSHA inspections, and police reports. Maintains current, accurate and complete inventory records, reconciles discrepancies and prepares reports. Prepares and types general correspondence, memos, charts, tables, graphs, purchase orders, and other related documents. Revises and updates records and various Fleet reports and spreadsheets. Copies invoices and supporting documentation as needed. Inputs data using Microsoft Word and Excel. Assists in the preparation of monthly mileage reports using Microsoft Excel for Management. 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.
- Must have a minimum of one (1) year experience in an administrative support role or as a customer service representative.
- Must type a minimum of 25 words per minute.
- Must be proficient in Microsoft Word and Excel. Must have a demonstrated knowledge of software applications: word processing, spreadsheets, graphs and charts.
- Must have good verbal and written communication skills, and organizational skills.
- Familiarity with maintenance and repairs of gasoline and diesel vehicles preferred.
- Must be able to interact and communicate with individuals of all levels within the organization.
- Ability to multi-task while demonstrating a high level of attention to detail.

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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