



Department: Administration
Position: Office/HR Administrator
Date Available: Immediately

Reports to: Business Manager

Type of Position: Full-Time/Year-Round

Job Summary:

This position is the primary administrative position in the organization and is responsible for HR functions as well as the day to day administrative tasks needed to keep the Railroad operation running efficiently.

Duties and Responsibilities:

- Assists department managers in the communication of company information including bulletins and circulars.
- Administers various human resource plans and procedures for all company personnel; assists in the development and implementation of personnel policies and procedures; prepares and maintains employee handbook and policies and procedures manual.
- Coordinates and performs overall administrative activities for the Railroad administration office including effective telephone, mail, and electronic communications both internally and externally to maintain professional image.
- Supervise the requisition, purchase and distribution of supplies, equipment, etc., for the entire staff in accordance with company purchasing policies and budgetary restrictions.
- Track Purchase Orders, request approvals, update spreadsheet and file documents
- Opens and distributes mail to all departments
- Enter data into spreadsheet, produce reports
- Run multiple daily and weekly reports on ticket sales and cash recaps
- Initiates Company required background and reference checks as needed for pre-employment.
- Completes all new hire processes including all new hire paperwork (I-9s, tax forms, etc.) and new hire orientation.
- Assists American Heritage Railways (AHR) Human Resources department in performing benefits administration to include eligibility, enrollment, change reporting, approving invoices for payment and communicating benefit information to employees.

- Maintains company organization charts and the employee directory.
- Maintains human resource records, including employee personnel and benefit files and compiles reports as needed.
- Maintains compliance with federal and state regulations concerning employment.
- Assist with administration of Workers Injury/Illness program including reporting, provider designation, file maintenance, TWA (temporary work assignments), incident reduction programs.
- Assist Railroad Mgmt in the implementation of Company and FRA Drug and Alcohol Compliance including the maintenance and record keeping of such programs.
- Supervises the maintenance of office equipment, including copier, fax machine, etc.
- Perform other duties as assigned by Company or AHR management.

Work & Education Experience Requirements:

- High School Diploma or equivalent, BA/BS preferred.
- Two years' experience in office/administrative position, including 1 year of responsibility with HR administrative functions.
- Proficient computer skills for Word, Excel, Microsoft Outlook, Power Point. Familiarity with Access & HRIS systems helpful.
- Some bookkeeping/general accounting experience or education preferred.
- Ability to communicate effectively in both written and spoken English.
- Demonstrated organizational skills and ability to multi-task.
- Ability to communicate successfully with a variety of personalities.
- Must be able to work a flexible schedule that will include some evening, weekend and holidays.

This position will be posted until filled.

After reviewing the attached posting if this is a position that you would like to interview for please email your resume and a separate cover letter Word or PDF document specifically addressing why you could be our candidate of choice for this position along with salary requirement/expectation to HR@MtRainierRailroad.com.