

RailComm

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Qualified candidates: Please contact **RailComm**, via email at hr@railcomm.com.

Job Title	Administrative Clerical Assistant
Department	Administration – Non Exempt
Location	Fairport, NY

RESPONSIBILITIES

- Professionally administer all incoming calls
- Identify and greet incoming visitors
- Support management staff
- General office tasks including typing memos, correspondence, reports, and other documents
- Organization of office areas as needed

REQUIREMENTS

- Available to work 8:30 - 5pm shift, M-F (30 minute unpaid lunch daily)
- Excellent phone etiquette
- Excellent verbal and written communication skills
- Ability to multitask
- Self motivated individual with the ability to work within time restraints with minimal supervision
- Highly proficient with Microsoft Office Suite
- Professional appearance ; business casual

EDUCATION REQUIREMENTS

- College degree, business certification classes, or equivalent experience

PREFERRED EXPERIENCE

- Two plus years' experience in a receptionist/secretarial position

Looking for energetic team players!

While this job description is comprehensive, job requirements are expected to change as the company's needs grow and change.

RailComm is an equal opportunity employer