

JOB DESCRIPTION/DUTIES:

RECEPTIONIST/BILLING CLERK POSITION

RECEPTIONIST: An individual who will answer phones and greet visitors and guests. He/She must have computer skills including Word, Excel, PowerPoint and shall use these skills as needed to assist co-workers with completing paperwork, forms, reports, and other necessary documents.

BILLING CLERK: This individual shall know, or learn, the train billing reporting required for freight movements. He/She shall work with the train crew obtaining/providing correct car numbers, bad order setouts, storage car information, want dates and other information as needed for efficient train operations. He/She shall provide information to the Auditor for billing purposes.

ADDITIONAL INFORMATION:

This is an in-office position. Standard workdays will be Monday, Wednesday, and Friday from 6:00 a.m. to 2:30 p.m. with a one-half hour unpaid lunch break. Flexible hours may be considered but must be discussed and agreed to in advance. An occasional Tuesday or Thursday may be required depending on train operations and additional workloads; these days are typically known in advance.

Medical, Dental, Vision, Long Term Disability and Employee Assistance Program coverage is currently only available to employees who are regularly scheduled to work at least 30 hours per week (per contract requirements).

Part-time employees will receive sick leave benefits as per State law (one hour earned for every 40 hours worked). Vacation and Personal Holidays will be the current Port personnel Policy.