



## MidWest Pacific Rail Net & Logistics

<b>Job Title:</b>	<b>Clerical/Financial Reporting</b>	<b>Job Category:</b>	Support, Clerical, Marketing
<b>Department/Group:</b>	Commercial/Finance	<b>Job Code/ Req#:</b>	003
<b>Location:</b>	Kansas City, MO or Mitchell, SD	<b>Travel Required:</b>	Negligible
<b>Level/Salary Range:</b>	TBD Based on experience	<b>Position Type:</b>	Full time
<b>HR Contact:</b>		<b>Reports To</b>	
	<b>RAILROAD KNOWLEDGE IS PREFERRED.</b>		
	Email Resume to: <a href="mailto:Info@Midwestpacificrr.com">Info@Midwestpacificrr.com</a>		

### JOB DESCRIPTION OVERVIEW

Midwest Pacific Rail Net & Logistics (an RMSI Company) is a growing transportation and logistics company. We need a professional with skills, experience and savvy to be the back bone of managing data related to revenue management.

To thrive in this role, you'll need to love variety, work independently, communicate well and be highly organized. We are looking for a motivated individual with a proven track record of managing projects, office administration, contracts, customer support, inventory, and customer interface. We are expanding and need to insure we have a solid "back shop" to support growth.

This is a unique opportunity and the role design can be flexible to fit the strengths and background of the right candidate. The desire to learn the necessary steps within our system (RMI) is a must.

Relocation assistance will not be available.

### ROLE AND RESPONSIBILITIES

Understand car hire/demurrage procedures and processes for multiple shortline railroads

Manage clerical financial data reporting within RMI System.

Capture all charges using our general rules and guidelines

Maintain all customer profiles and data input/output

Audit and manage information that generates revenue

FRA monthly and annual reporting

Price application and revenue management

Experience using RMI is a BIG PLUS or capable of being trained

Compliance with all operational contracts and agreements to maximize revenue

Knowledge of AAR, Railinc system exchange, etc....

Maintain process for claims to maximize revenue and reduce output

### **EDUCATION AND EXPERIENCE**



## **MidWest Pacific Rail Net & Logistics**

Experience is preferred in the above duties. A degree from an accredited four-year college or university is preferred but not mandatory. Three (3+) years progressively responsible experience in the development, management, and oversight of clerical/financial data to support revenue management and marketing. Railroad experience may be substituted on a year for year basis in addition to a demonstrated successful track record. Experience in Excel and Word is required.