



Marketing Analyst

Job Summary

This position is responsible for providing support to FGLK's Commercial Department and contributing to the profitable and efficient utilization of all railcar fleets by tracking movements necessary to meet equipment maintenance and modification schedules. Responsible for all Storage coordination and billing information capture and accuracy. Work as key liaison with our online car shop.

Primary Responsibilities

- Review and compile data
- Prepare multiple concise and timely reports
- Maintain and review railcar leases with trip analysis
- Track railcars movements to prepare and provide necessary documentation to appropriate parties
- Recommend and monitor purchases of equipment and coordinate with appropriate parties for proper documentation
- Prepare monthly shipper and on-line shop reconciliations, billings and car storage

Minimum Qualifications

- Valid Driver's License
- Computer literate and proficient in MS Office Suite (Excel, Word, PowerPoint, Outlook)
- Ability to utilize different operating and software systems such as Railroad, Shop Car Tracking, UFD, UMLER and RMI data analysis
- Ability to write, articulate and possess good interpersonal and communication skills
- Strong analytical and problem-solving skills
- Ability to analyze and prioritize multiple tasks
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions & percentages
- Ability to be a self-starter, work independently and in a team
- Availability to work a 40-hour work week subject to overtime occasionally
- Ensure compliance with all railroad rules and regulations for safety, operations and the Federal Railroad Administration (FRA)
- Compliance with Finger Lakes Employee Manual

Preferred Qualifications

- Bachelor's Degree or combination of education and work experience

Physical Requirements

- Stoop/bend/kneel/crouch/balance/climb ability to lift 15-25 lbs.
- Work sitting for long periods of time
- Must wear personal protective equipment such as safety glasses, safety vest, safety boots, hard hats and hearing protection as the company requires

Competitive Salary and Benefits

Employment with FGLK is contingent upon the successful completion of a medical examination. The medical examination includes a drug screen and a medical assessment to ensure that candidates can safely perform the essential functions of the job, with or without reasonable accommodation. FGLK conducts investigations into newly hired or transferred employees, which may include, their past employment, state and federal criminal history, military history, driving history, education, professional license or certification verification if job-related, Social Security number, prior drug history, and other job-related information

Finger Lakes Railway Corp. is an Equal Opportunity Employer that supports diversity in the workplace.

Mail your resume to: Hiring Manager, PO BOX 1099, GENEVA NY 14456
Or email direct to: Jan McNeal, VP Marketing & Sales janmcneal@fingerlakesrail.com
Or visit www.fingerlakesrail.com and submit your application online