Watco Companies LLC Jobs — Rail Terminal Administrative Assistant — Chicago, IL, USA

Description

The day-to-day duties of a Rail Terminal Administrative Assistant are closely linked to rail terminal office and logistics support, a relevant focus for Watco Companies Jobs in Chicago, IL, USA. This kind of role combines coordinating driver check-in details with maintaining load movement paperwork and tracking terminal office requests. Experience with terminal logistics, records accuracy, or transport support can help build confidence in this type of work.

Responsibilities

- Coordinating driver check-in details.
- Maintaining load movement paperwork.
- Tracking terminal office requests.

Qualifications

- Working familiarity with terminal logistics and records accuracy.
- Comfortable with coordinating driver check-in details and checking details before handover.
- Communicates updates clearly and handles changing priorities methodically.

Experience

Experience organizing information connected to rail terminal office and logistics support is particularly transferable.

Skills

terminal logistics, records accuracy, transport support, Rail Terminal Administrative Assistant

Career Information

Explore Watco Companies LLC career and organization information to find current openings and application instructions.

Hiring organization
Watco Companies LLC

Employment Type

Industry
Rail & Transportation

Job Location
Chicago, IL, United States

Date posted
November 17, 2026

Valid through
2026-11-20