



**The New York, Susquehanna and
Western Railway Corporation**
1 Railroad Avenue Cooperstown, NY 13326

Position Title: Office Assistant

Reports to: President

Location: Cooperstown, NY

Salary Range: \$38,000 – \$45,000 annually, commensurate with experience

Position Overview

NYS&W Railroad is seeking a reliable and detail-oriented Office Assistant to support daily administrative operations. This role provides administrative support across multiple departments, ensuring smooth day-to-day operations and contributing to an efficient, organized, and welcoming office environment. It is ideal for someone who thrives in a team setting, enjoys keeping things organized, and takes pride in helping the office run smoothly.

Key Responsibilities

- Answer and direct phone calls, greet visitors, and manage correspondence
- Provide administrative support, including data entry, filing, and recordkeeping
- Assist with scheduling meetings and preparing documents
- Monitor and maintain office supplies
- Support the Leadership Team with routine administrative tasks
- Assist with special projects and other duties as assigned

Qualifications

- Previous office or administrative experience preferred
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, Teams)
- Strong organizational skills and attention to detail
- Effective written and verbal communication skills
- Professional demeanor with the ability to interact well with staff and visitors
- Reliable, adaptable, and able to manage multiple priorities

Compensation and Benefits Upon Transition to Railroad Employment

- Annual salary range: \$38,000 – \$42,000, based on experience
- Health, dental, and vision insurance
- 401(k) with company match
- Paid time off and company-recognized holidays

How to Apply

Interested candidates should submit a resume and cover letter to humanresources@nysw.com, please indicate office assistant in subject line