



VIRGINIA RAILWAY EXPRESS

CHIEF ADMINISTRATIVE OFFICER

Immediate Availability

The Virginia Railway Express (VRE), a growing commuter rail operation connecting Washington, DC with Northern Virginia and surrounding counties, is in need of an experienced professional who will serve as an executive leader and key strategic partner to the CEO, while overseeing internal business operations. This individual will work with the senior executive team in the day-to-day administrative operations, including procurement, human resources, as well as legal/regulatory compliance in an effort to enhance internal organizational processes. Will administer, coordinate and direct activities in support of policies, goals and objectives established by the CEO.

Work experience in a transit operating environment and familiarity with VRE is highly desired. A Master's degree in Business, Management, Transportation, Procurement or a relevant field is required and at least ten (10) years of professional experience. Must be able to work flexible hours demanded by a transit operation environment. Must also possess a valid driver's license, current auto insurance, and maintain a safe driving record at all times during employment with VRE. For the complete job description, please see our website: www.vre.org. Full time position with great benefits. Projected hiring range: \$131,280.89 thru \$185,000.00, depending upon prior experience and education.

Qualified candidates interested in applying should submit by e-mail a professional styled cover letter, resume and three confidential references (to include their address, phone & e-mail) by close of business, Friday, May 7, 2021, to:

Human Resources Administrator
1500 King St. Suite 202
Alexandria, VA 22314
E-mail: hr@vre.org