

TWO (2) PART-TIME POSITIONS AVAILABLE

CLERK'S OFFICE

PART-TIME ADMINISTRATIVE ASSISTANT TO TOWNSHIP CLERK

The Township of East Hanover is seeking two (2) experienced and highly motivated office professionals with excellent communications and customer service skills. The candidate should possess at least 5 years experience working in a professional office atmosphere and be willing to work on a part-time basis (approx. 20-25 hrs p/week no benefits). Must be reliable, detail oriented and organized, capable of handling multiple tasks.

It is understood that all successful candidates hired will be paid for the hours worked –there are no paid holidays or any other Township Benefits. **This position is classified as a part-time position paid hourly.**

This position requires decision making and good organization skills including technology/typing skills as a regular and essential part of the job. Entails varied work requiring ability to make unsupervised determinations. Subject matter is varied and confidential. Duties require public contact and contact with other outside agencies.

This position requires that candidate can work independently with little supervision.

Duties and direction as may be assigned by Township Clerk with said duties to include but not be limited to the following:

1. Receptionist
 - Assist general public
 - Answer telephone calls
2. Mail
 - Stamp outgoing mail
 - Distribute incoming mail
 - Open and date stamp mail for Mayor and Township Clerk
3. Requisitions/Purchase Orders
 - Prepare requisitions for Clerk's department
 - Mail purchase orders to vendor and file copy

4. Filing of documents
5. Photocopying
 - Paperwork provided by Clerk
 - Agenda packets
6. Licensing
 - Prepare paperwork for Raffles/Bingo Licenses
7. Reservations for Public Meeting Room
 - Coordinate the monthly scheduling of meetings for Township Council, Land Use Planning Board, Environmental Commission, and EH Community Partnership as well as any other meetings. Enter on calendar.
8. Office supplies
 - Check internal supplies frequently
 - Order and prepare requisition
9. Primary and General Election
 - Evening hours from 8:00 p.m. to assist with election results
10. Prepare cards from Mayor for the following:
 - New births
 - Senior citizens club birthdays
 - New residents (packet of township information)
11. Distribute General Code updated Township Code Book supplements

Please respond by mail or e-mail with a résumé detailing your work experience and accomplishments, a cover letter indicating why you think you are suitable for the position, a listing of professional references, and your compensation history for the last five years, detailed and specific compensation requirements to accept the position, and any other accompanying information you choose to:

The Township of East Hanover, 411 Ridgedale Avenue, East Hanover, NJ 07936. Attention: Township Administrator, Joseph Tempesta or e-mail to administrator@easthanovertownship.com.

For more information about the Township visit www.easthanovertownship.com.