

**FULL TIME ADMINISTRATIVE ASSISTANT TO SUPT. OF PUBLIC
WORKS/WATER & SEWER DEPARTMENTS**

The Township of East Hanover Department of Public Works is seeking an experienced and highly motivated office professional with excellent communications and customer service skills. The candidate should possess at least 2 years experience working in a professional office atmosphere and be willing to work on a full time basis (hours 7:00 am – 3:30 p.m.)

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. Knowledge of departmental operations and technical terms is necessary. 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 Supt. of Public Works and/or Supt. of Water & Sewer Utility

Duties

Create and maintain all required files for the Department of Public Works/Water /Sewer Utility. Handles assigned correspondence, composes letters as directed, or routine correspondence including open public records act requests.

Checks accuracy and completeness of records, forms, documents and attachments according to requirements of policies and procedures for the Department of Public Works and the Township of East Hanover. Enters, files, and classifies information into records by hand, computer and typing.

Request reports from and exchanges information with other departments and county and State agencies; monitor submission of required reports and forms from other departments and agencies.

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.**