



THE TOWNSHIP OF BRIDGEWATER

POSITION OPENING

Title of Position: Part-Time Office Assistant

Reports to: Director of Human Services

Responsibilities

Under the direction of the Director of Human Services, this part-time position provides a variety of office support duties for the various Departmental Divisions and supplies information and offers assistance to the general public.

Representative Duties

- Perform a variety of office support duties: type and prepare correspondence, maintain files, records and databases, schedule appointments, meetings and activities, collect fees and prepare receipts, perform special projects as assigned.
- Answer, screen and direct telephone calls from the general public receive and direct visitors, answer guest inquiries and provide information concerning programs and schedules.
- Provides coverage assistance as necessary in the Division of Health, Division of Recreation and Senior Citizens Center.
- Perform related duties as assigned.

Hold a valid New Jersey driver's license.

Salary: \$15.00 hourly

Interested individuals should submit resume and complete an application available online at www.bridgewaternj.gov. Please email completed forms and resume to personnel@bridgewaternj.gov

Post: July 1, 2018

Remove: August 1, 2018

EEO Employer M/F/H/V

June 27, 2018