



TOWNSHIP OF

EAST HANOVER

Department Of Health & Human Services

**411 RIDGEDALE AVENUE
EAST HANOVER, NJ 07936**

health.dept@easthanovertownship.com

*Carlo Di Lizia, M.A., H.O.
Director/Health Officer*

*Telephone: 973-888-6035
Fax: 973-428-2986*

Health Department Administrative Assistant
(Part-Time, Approximately 25 hrs/week)

The Township of East Hanover Health Department is seeking an experienced and highly motivated office professional that is reliable, pays close attention to detail, self-motivated and organized while capable of handling multiple tasks.

The successful candidate shall professionally and courteously assist in the administration of health department responsibilities including, but not limited to, public communications, correspondence, department recordkeeping and licensing, vital statistics, purchasing, personnel schedules, clinical inquiries, and possess excellent communication, computer, customer service, interpersonal skills and shall be able to interact with the public and co-workers in a professional and courteous manner at all times to meet the demands of an active and automated Health Department.

Interested candidates shall send a cover letter and resume to:

**Township of East Hanover
Department of Health & Human Services
411 Ridgedale Ave
East Hanover, NJ 07936
Att: Carlo DiLizia, Director/Health Officer
Health.dept@easthanovertownship.com**



Public Health
Prevent. Promote. Protect.