

FULL-TIME ADMINISTRATIVE ASSISTANT FOR RECREATION DEPARTMENT

The Township of East Hanover is seeking an experienced office professional with excellent communications and customer service skills to work in our Recreation Department Office. The candidate should possess at least 3 years' experience working in a professional office atmosphere and be willing to work full-time Monday through Friday. The position may require flexibility in working hours, which may include evenings or weekends, to accommodate Department needs or scheduled special events. Must be dependable, detail oriented and organized, and capable of handling multiple tasks.

This position requires decision making and good organization skills including technology, typing, and filing skills as a regular and essential part of the job. Job entails varied work requiring ability to make unsupervised determinations. Obtaining knowledge of Departmental operations and technical terms is necessary. Duties require professional and courteous interaction with the public and other Municipal, County, State and Federal agencies/departments. Additional duties and direction may be assigned by the Superintendent of Recreation.

General Duties

Create and maintain all required files for the Recreation Department and assist the Superintendent of Recreation as needed. Provide orderly and accurate records of correspondence, receipts of checks or cash received, customer service responsibilities and program operations assistance. Answer telephones, emails and questions regarding events, programs, and activities of the Recreation Department.

Process forms and reports, assist Superintendent of Recreation with customers communication, prepare Department deposits, manage online registration software and assist public in their use, schedule appointments as necessary, compose letters as necessary and process routine correspondence including open public records act requests accordingly. Prepare monthly reports and any other reports deemed necessary. Candidates must successfully juggle multiple priorities and deadlines with a consistently positive attitude.

Please respond 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 three years, detailed and specific compensation requirements to accept the position, and any other accompanying information you choose.

Interested parties should send credentials to:

Superintendent of Recreation, DJ Salvante at daniels@easthanovertownship.com.