

Township of Parsippany-Troy Hills

OPEN POSITION ANNOUNCEMENT

Keyboard Clerk I

Department: Purchasing

Workweek: Monday through Friday 9:00 A.M. – 5:00 P.M. – subject to change based upon the needs of the Department and the Township.

Wage: Per Ordinance, Salary Range \$27,500 - \$87,000 White Collar Non-Exempt
Excellent Benefits Package provided.

Definition: Under supervision, performs functions in support of purchasing operations and related work as required.

***Note:** The definition and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.*

Skills/Duties: Duties include but are not limited to: Performs routine and repetitive clerical tasks, answers phone calls, filing, scheduling, managing office supplies and sorting/distributing mail. Assist in preparing requisitions, maintain bidders lists, resolves problems relating to vendors, prepares purchasing related correspondence and maintains essential records and files. Other related duties will be assigned as required.

Must be able to deal effectively in a fast-paced office environment. Must use good judgement and discretion and demonstrate patience in handling a variety of requests and complaints. Must be able to work independently.

Must deal appropriately and professionally with confidential and sensitive information.

Knowledge/Abilities: Must possess good computer skills and be proficient in Microsoft Office products. Experience with Edmunds is a plus. Must have a willingness to learn. Familiarity with governmental purchasing is a plus. Must possess good communication, grammatical, organizational and clerical skills. Able to read, write, speak, understand and communicate in English. Understand, remember and carry out oral and written instructions.

Experience/Education: High school diploma or equivalent plus at least 3 years of general office experience required. Prior local government experience preferred.

To Apply: Please email cover letter, resume, and references to Khaled Madin, Business Administrator at jobs@parsippany.net and cc: Suzanne Taylor, Director of Purchasing, Staylor@parsippany.net

Closing Date: Position open until filled. EOE.