

Township of Parsippany-Troy Hills

OPEN POSITION ANNOUNCEMENT

ADMINISTRATIVE ASSISTANT TO THE BUSINESS ADMINISTRATOR

Department: Administration

Workweek: Monday through Friday, 9:00 A.M. to 5:00 P.M. May be required to work a flexible schedule to include Township meetings and events at night and weekends.

Wage: Competitive salary commensurate with experience and qualifications.

Definition: The Township of Parsippany-Troy Hills is accepting applications for the full-time position of Administrative Assistant to the Business Administrator. This position performs a wide variety of routine and complex administrative, clerical, and project management responsibilities in assistance to the Business Administrator while maintaining confidential information.

Skills/Duties: Candidates must have excellent organizational skills and attention to detail are essential, as is the ability to multi-task efficiently and effectively in a high activity work environment. Candidate must be customer service focused and possess the ability to interact effectively with the public, employees, and government officials. Able to read, write, speak, understand and communicate in English. Understand, remember and carry out oral and written instructions.

Duties include but are not limited to: office support functions, procurement processing, meeting preparation and coordination, calendar management, verbal and electronic correspondence, reception of visitors, answer incoming e-mails and phone calls, time and attendance tracking, records management, grant coordination, compiling reports, charts, notices and correspondence and facilitating efficient operations across the department. Serves as a primary representative assisting constituents seeking services and resolution from various municipal departments, ensuring resident issues reported to the Township are handled promptly and professionally. Other duties may be assigned.

Must be self-motivated with excellent communications, clerical, organizational and computer skills, including proficiency in Microsoft Outlook, Word, Excel, and PowerPoint. Experience with Edmunds preferred. High school diploma or equivalent (Bachelor's degree preferred) plus at least 3 years of general office experience required. Prior local government experience preferred. Excellent benefits package provided.

To Apply: Please e-mail cover letter, resume, references and writing sample to Jamie Cryan, Business Administrator at jobs@parsippany.net

Closing Date: Position open until filled. EOE.

Date Posted: _____ Posted by: _____

Department: _____

(Return the original signed form to AnneMarie Ferrara in the Mayor's Office. Post the copy)