

Township of Parsippany-Troy Hills

OPEN POSITION ANNOUNCEMENT

Keyboard Clerk I

Department: Purchasing

Workweek: Monday through Friday, 9:00 AM to 5:00 PM – subject to change based upon the needs of the Department and the Township.

Wage: Per Ordinance, Salary Range, \$27,550 – \$80,700 White Collar Non-Exempt

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: Reviews and collect background information from departments and vendors to assist in preparing requisitions, maintains bidders lists, resolves problems relating to vendors, prepares purchasing related correspondence and maintains essential records and files.

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

Must possess good computer skills and have experience with Edmunds, Word and Excel and the willingness to learn. Familiarity with governmental purchasing 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.

Must deal appropriately and professionally with confidential and sensitive information.

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

Must possess a current New Jersey Driver's License. High School diploma or GED and subject to pre-employment drug testing.

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

Closing Date: Open until filled. EOE. Excellent benefits package provided.

Date Posted: _____ **Posted by:** _____

Department: _____

(Return the original signed form to L. Arcuri in the Administrator's Office. Post the copy)