

# Township of Manalapan

## ADMINISTRATION

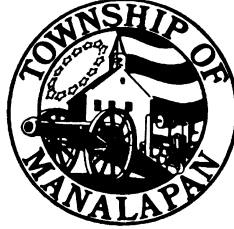
120 Route 522 • Manalapan, NJ 07726 • 732-446-8308 • Fax 732-446-9615

Website: [www.mtnj.org](http://www.mtnj.org)

Mayor  
JACK MCNABOE

Deputy Mayor  
SUSAN COHEN

Township Committee  
MARY ANN MUSICH  
BARRY JACOBSON  
ERIC NELSON



Business Administrator  
TARA L. LOVRICH

## POSITION VACANCY

**POSITION:** Part-Time Clerk Typist (3)  
Multiple Departments (Health/Construction-Zoning/Finance)

**SALARY:** \$13.50/hour - AFSCME

**HOURS:** 25 hours a week - 5 days per week

### **QUALIFICATIONS:**

Must have data entry and clerical experience and be proficient in Microsoft Office applications. Must have ability to multi-task with accuracy in a busy office environment. Must be customer service friendly.

### **RESPONSIBILITIES:**

- 1.) Assist in day to day operations in the Health Department, Construction/Zoning Office and Finance office as needed.
- 2.) Maintain records and filing.
- 3.) May require cash handling.
- 4.) May be required to float into other departments as needed.

**IF INTERESTED, PLEASE SUBMIT YOUR RESUME AND APPLICATION TO  
JEANNETTE TORO ([jtoro@mtnj.org](mailto:jtoro@mtnj.org)) BY MAY 1, 2021**