

Township of Manalapan

ADMINISTRATION

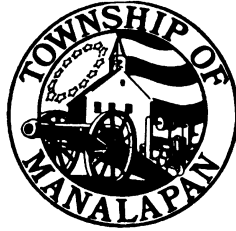
120 Route 522 • Manalapan, NJ 07726 • 732-446-8308 • Fax 732-446-9615

Website: www.mtnj.org

Mayor
MARY ANN MUSICH

Deputy Mayor
JACK MCNABOE

Township Committee
SUSAN COHEN
BARRY JACOBSON
ERIC NELSON



Business Administrator
TARA L. LOVRICH

POSITION VACANCY

POSITION: Full-Time Clerk Typist
Construction Department

SALARY: \$31,500 per annum plus benefits- AFSCME

HOURS: 35 hours a week - 5 days per week - Monday-Friday

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 and possess a valid NJ Drivers' License.

RESPONSIBILITIES:

- Receptionist including counter and telephone assistance
- Word Processing, Data Entry and Filing
- Microsoft Applications
- Processing a variety of applications and registrations
- Office Machine Operations
- General Support to busy office environment

If interested, please contact Tara Lovrich in the Administration Office at info@mtnj.org