

# 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  
ERIC NELSON

Deputy Mayor  
MARY ANN MUSICH

Township Committee  
SUSAN COHEN  
JACK MCNABOE  
ROBERT GREGOWICZ



Business Administrator  
TARA L. LOVRICH

## POSITION VACANCY

POSITION: Clerk Typist – Part Time - Manalapan Senior Center

SALARY: \$17.82 an hour (AFSCME Union)

HOURS: 25 hours a week

### QUALIFICATIONS:

- Strong Organizational Skills
- Responsible & dependable worker with ability to multi task
- Strong customer service and communication skills and ability to work well with the public; experience with senior citizen community a plus
- Friendly demeanor and personality
- Good decision making skills
- Data entry experience and proficient in Microsoft Office applications, including ability to create flyers and advertising materials
- Creative with the ability to research and plan group activities

RESPONSIBILITIES: Including but not limited to assisting with all Senior Center operations such as: opening and closing building, register and provide orientation to new members, maintain records, research and implement new group activities, assist with parties, trips, volunteer programs, and publicity.

If interested, please contact the Administration Office at [info@mtnj.org](mailto:info@mtnj.org)