

Township of Manalapan

ADMINISTRATION

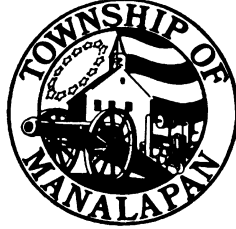
120 Route 522 • Manalapan, NJ 07726 • 732-446-8308 • Fax 732-446-9615

Website: 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: Full-Time Clerk Typist
Parks & Recreation

SALARY: \$31,500 - \$39,701 Annually - AFSCME

HOURS: 35 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 in a busy office environment. Must be customer service friendly. Recreation/sports experience, proficiency in Google Workspace applications, and proficiency in Canva a plus.

RESPONSIBILITIES:

- 1.) Assist in day to day operations of the Department of Parks & Recreation as needed.
- 2.) Maintain records and filing.
- 3.) Will require cash handling.

IF INTERESTED, PLEASE CONTACT THE ADMINISTRATION OFFICE AT
INFO@MTNJ.ORG