

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: Clerk Typist – Part Time - Manalapan Senior Center

SALARY: \$25 an hour (AFSCME Union)

HOURS: 25 hours a week (Mon-Fri, 5 hours a day)

QUALIFICATIONS:

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

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, and interact daily with patrons.

If interested, please send a copy of your resume to the Administration Office via email, info@mtnj.org