

Township of Manalapan

ADMINISTRATION

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

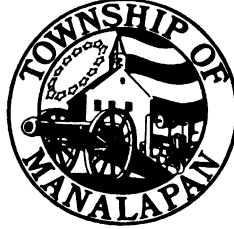
Website: www.mtnj.org

Mayor
JACK MCNABOE

Deputy Mayor
SUSAN COHEN

Township Committee
MARY ANN MUSICH
ERIC NELSON
ROBERT GREGOWICZ

Business Administrator
TARA L. LOVRICH



POSITION VACANCY

POSITION: Full-Time Account Clerk
Construction Department

SALARY: \$39,701 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 SEND A COPY OF YOUR RESUME TO THE ADMINISTRATION OFFICE, INFO@MTNJ.ORG