

Administrative Assistant (Part Time) – Township of Cranford

Township of Cranford is seeking a Part Time Administrative Assistant to work under the direction of the Director of the Downtown Management Corporation (DMC). Responsibilities include, but are not limited to prepare for the DMC Board meetings, take minutes, distribute financial reports, manage the Edmunds Purchase Order and Requisition System, assist in creating and managing events to promote Downtown Cranford, maintain the database for existing and new businesses, coordinate with vendors on price estimates and ordering, assist Director with businesses going through permit process, assist Social Media Coordinator with marketing and communications. Candidate must have excellent organization, writing and communication skills, knowledge of bookkeeping and Edmunds, computer proficiency, creative thinker, open minded. Possess graphic design and video editing skills with Adobe products a plus. Full description available upon request. Please email your resume to Cathy Scotti – Assistant to the Township Administrator at c-scotti@cranfordnj.org. Position is open until filled. Cranford is an Equal Opportunity Employer.