

Part-Time Receptionist/Administrative Asst. – Township of Cranford

Part-time position (25 hours) in the Township Clerk's Office. Candidates should be highly motivated, energetic, conscientious, honest, capable of handling confidential information and very customer-focused with the public, colleagues and the Township Committee. Responsibilities include election administration, filing and file set up, receptionist duties, daily mail processing, raffle administration, purchase order processing, Township Committee meeting preparation and follow-up, processing OPRA responses, Limousine, Amusement and Theater license processing, and administration of all Township Contracts and Claims. Notary Public a plus. Proficiency in Word, Excel, and Edmundo a plus. Kindly email your cover letter and resume to Cathy Scotti – Assistant to the Township Administrator at c-scotti@cranfordnj.org. Writing samples and 3 (three) work-related references may be requested during the selection process. Position is open until filled. Cranford is an Equal Opportunity Employer.