

FULL TIME ADMINISTRATIVE Assistant –Roseland, Essex County, NJ, is seeking a full-time Administrative Assistant -35 hours per week- M-F 8:30 am to 4:30 pm to provide administrative support to various departments by answering phones in a professional manner, handling information requests, convey information to residents regarding all aspects of services provided by the department, preparing correspondence, greet and assist residents. Must have good written and verbal communication skills, must be detailed oriented, must be proficient in Microsoft Office. Salary 32,000.00 plus benefits

Salary 32K plus pension and benefits. Interested candidates should send a resume to Maureen Chumacas, Borough Administrator, 140 Eagle Rock Avenue, Roseland, NJ 07068 or by email to mchumacas@roselandnj.org by May 5, 2021.