HILLSBOROUGH TOWNSHIP IS HIRING

Join Our Team!

Located in the heart of Somerset County

Hillsborough Township offers an excellent work environment

Employee Recognition Program - Merit Increases

OPEN POSITION

Part-Time Office Assistant/Floater

This high profile position performs a complex variety of administrative duties including assisting visitors, answering telephone calls, coordinating meetings, typing minutes and letters, monthly reporting, handling application and permit requests and associated documentation and additional ad hoc duties. Additional responsibilities include potential temporary placement in other departments on an as-needed basis.

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Required:

- Excellent oral and written communication skills
- Outstanding customer service
- Professionalism
- Ability to work as part of a team
- High school diploma or equivalent
- Knowledge of appropriate software including: Google Docs, Google Sheets, Google Drive
- Ability to work a flexible schedule

Preferred:

- Prior experience working in an office environment
- 3 years of administrative assistant experience
- Data entry skills
- Scheduling meetings and managing calendars

The Township of Hillsborough is an equal opportunity employer.
Forward a cover letter of interest, resume, and 3 references,
to Sarah Brake: sbrake@hillsborough-nj.org

908-369-4313

379 South Branch Rd.Hillsborough, NJ 08844

www.hillsborough-nj.org