

TOWNSHIP OF EVESHAM

JOB OPPORTUNITY

TITLE: ADMINISTRATIVE SECRETARY
DEPARTMENT: Department of Public Works
SALARY: Hourly Rate - DOQ (minimum \$15.00 per hour)
SCHEDULE: Monday – Friday 8:30AM – 4:30PM
Flexibility with schedule as necessary

POSITION SUMMARY:

As part of the DPW administrative team, this position will be responsible for preparing and submitting purchase orders, monitoring purchases and budgeting, completing various detailed reports and submissions. Additional duties related to the operation of the department.

DUTIES/RESPONSIBILITIES:

Works with financial data, purchase orders, invoices, and statistical records and reports. Provides customer service to vendors and citizens in person or by telephone. Provides general clerical support to department. Detailed Job Description available in the HR office.

POSITION QUALIFICATIONS:

HS graduate/equivalent; Graduate of post high school secretarial/business course of study preferred with emphasis on accounting/bookkeeping; Experience must include previous work in a general clerical/office environment providing customer service. Knowledge of accounting procedures, filing, and record keeping. Data entry and word processing. Prefer experience with Accounts Payables and Receivables; knowledge of purchase order system; ***MUST be proficient*** with Microsoft Office. Knowledge of **Edmunds** a plus.

Interested and qualified applicants should submit either a resume or an Employment Application by Friday, January 15, 2021 to: Township of Evesham, Human Resources Office, 984 Tuckerton Road, Marlton, NJ 08053 or email to hr@evesham-nj.gov. Applications are available in the Human Resources office or may be downloaded from the website, www.evesham-nj.org. EOE.

January 4, 2021