

Township of Cedar Grove
Essex County, New Jersey

ADMINISTRATIVE ASSISTANT: DEPARTMENT OF PUBLIC WORKS (FULL TIME):

The Township of Cedar Grove is seeking to employ an experienced Administrative Assistant to the Department of Public Works (“DPW”). The successful candidate will be responsible for preparing and processing vouchers and purchase orders for the DPW on Edmunds; accepting payment for items distributed at the DPW yard and recording payment via daily deposit slip and receipt form; receive messages from residents and relay them to the appropriate Director or Superintendent with appropriate follow-up as needed; review the Superintendent or Director’s payroll sheet for accuracy of vacation and sick time reported, record time balances and transmit payroll sheets to the Finance Department. On a monthly basis, the successful candidate will reconcile gas delivery and distribution receipts from the Township’s fuel management system and will charge uniform rentals to the appropriate departments. On an annual basis, the successful candidate will assist the Director and Superintendents with budget preparation and will be responsible for preparing the municipal tonnage report. The successful candidate will be expected to perform additional administrative duties such as organizing schedules, preparing notices for bidding/bid awards for newspapers, arranging for meetings, posting memoranda, and facilitating a general ease of communication between the DPW, Cedar Grove residents, DPW employees, and the Township.

Relevant municipal experience and/or bachelor’s degree is preferred. The Township of Cedar Grove is an equal opportunity employer. Salary is based on experience and certificates. Interested candidates possessing the aforementioned qualifications should submit a cover letter, resume, job history, and references via email to Sukaina Barlas barlas@cedargrovenj.org with the subject line “DPW Administrative Assistant.”