

## **Confidential Administrative Assistant to the Mayor and Borough Administrator**

The Borough of Elmwood Park is seeking for a **full-time**, responsible Confidential Administrative Assistant for the Mayor and Borough Administrator, to perform a variety of administrative and clerical tasks. Duties of the Administrative Assistant include providing support to our Mayor and Administrator, assisting in daily office needs and managing general administrative activities. Write and distribute email, correspondence memos, letters, faxes and forms.

The ideal candidate should have excellent oral and written communication skills and be well organized and personable.

Duties and Responsibilities include:

- Answer and direct phone calls
- Organize and schedule appointments
- Plan meetings and manage calendars
- Proficiency in MS Office (MS Excel and Word)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task

Competitive salary based on experience and qualifications.

Please email resumes to Mayor Daniel Golabek: [dgolabek@elmwoodparknj.us](mailto:dgolabek@elmwoodparknj.us)  
and

Borough Administrator/Police Chief Michael Foligno: [mfoligno@elmwoodparknj.us](mailto:mfoligno@elmwoodparknj.us)