

The Borough of Elmwood Park's Clerk's Office is currently looking to fill a part-time secretary position, Monday through Friday from 10AM-2PM. The successful candidate will perform skilled clerical work and provide general secretarial support to department head and colleagues to optimize work procedures in the office. This position is ideal for someone who is motivated, able to prioritize work assignments as they come in, and capable of working without supervision. Maximum hourly rate of \$15/hr. Please submit resumes to Erin Delaney, EDelaney@elmwoodparknj.us no later than July 3, 2019.

Responsibilities include, but are not limited to, the following:

- Manage the Borough calendar for meeting rooms
- Prepare and disseminate correspondence, memos, and forms
- Perform administrative tasks, including filing and photocopying
- Check frequently the levels of office supplies and place appropriate orders
- Undertake receptionist duties
- Update the Borough website, when necessary
- Respond to queries in person, via telephone, or via e-mail

Requirements:

- Proven work experience as a secretary or administrative assistant
- Familiarity with office organization and optimization techniques
- High degree of multi-tasking and time management capability
- Excellent written and verbal communication skills
- Integrity and professionalism, including a friendly demeanor
- Exceptional written and verbal skills
- Proficiency in MS Office
- High school diploma
- Bilingual preferred