

Part-Time Receptionist/Secretary-The Township of Tewksbury is seeking a part-time receptionist/secretary to perform varied types of clerical work for the Municipal Office. Applicants must be detailed-oriented and possess excellent customer service, written and oral communication skills. Proficiency in Microsoft Word and Excel preferred. Duties shall include, but not limited to answering phones and providing clerical assistance, as required and directed by the Township Clerk. Specific duties include maintaining/updating files, processing Open Public Records Act requests, processing/distributing mail as well as other clerical duties as assigned. Send resumes to: Jennifer Ader, Township Clerk, 169 Old Turnpike Road, Califon, NJ 07830 or email, jlader@tewksburytp.net. Equal Opportunity Employer.