

Part-Time Receptionist/Office Assistant – The Township of Tewksbury is seeking a part-time receptionist/office assistant 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. Proficiency in Microsoft Word and Excel preferred. Duties shall include, but not limited to, answering phones and providing clerical assistance, as required and directed, to the Township Administrator, Township Clerk and Superintendent of Public Works. 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@tewksburytwp.net. Equal Opportunity Employer.