

HUMAN RESOURCES ADMINISTRATOR – HOWELL TOWNSHIP, MONMOUTH

COUNTY Howell Township is seeking a full time Human Resources Administrator in the Manager's Office. Superior customer service and interpersonal skills a must. Successful candidate must be proficient in modern office techniques and have excellent organizational skills. Applicants must be proficient in Microsoft Office. Under direct supervision, does routine clerical work relating to the management of pension, preparation of personnel records; may keep time and work records; does other related duties as required. Ideal candidate has experience with the NJ pension systems including enrollments and reporting. Salary \$40,000- \$92,390 based on experience plus benefits package. Interested candidates should email their cover letter, resume and reference list to howelljobs@twp.howell.nj.us. Township reserves the right to pull posting at any time. EOE