



Outlook

EXTERNAL FW: EXTERNAL Job Posting Questions

From Alison Gee <agee@twp.howell.nj.us>

Date Wed 5/17/2023 4:36 PM

To jobline@njlm.org <jobline@njlm.org>

**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

Words:125
PO # 23-02294

Thank you,

*Alison Gee
Administrative Assistant to the Manager
Howell Township
4567 Route 9 North
Howell, NJ 07731
(732) 938-4500, ext. 2102*

From: Lori Buckelew <lbuckelew@njlm.org>
Sent: Monday, May 15, 2023 10:21 AM
To: Alison Gee <agee@twp.howell.nj.us>
Subject: EXTERNAL Job Posting Questions

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hi Alison,

To have an ad posted on joblines simply email the word document of the ad to jobline@njlm.org along with the Purchase Order number for the jobline. We cannot process the jobline until we have a purchase order number. After we receive both you will receive a email confirming the price and posting date. The ad will be online for on month.

The fee structure is as follows:

First 150 words = \$115
151 - 250 words = \$160
251 - 350 words = \$210
351 - 450 words = \$260
451 - 550 words = \$310

Featured Jobs = Add \$50

****Featured Jobs appear in a box at the top of the page.***

If you need a sample ad, please let me know what title you are looking to post.

Please let me know if you have any questions or need additional information.

Lori

Lori Buckelew | Deputy Director & Director Government Affairs

New Jersey State League of Municipalities

222 West State Street, Trenton, NJ 08608

609-695-3481 extension #112



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From: Alison Gee <agee@twp.howell.nj.us>

Sent: Friday, May 12, 2023 12:39 PM

To: Suzanne DeLany <sdelany@njlm.org>

Subject: EXTERNAL Job Posting Questions

Good Afternoon,

I am filling in for a while in HR. I know that our HR Admin. had posted with you guys often. I have three that I need to post but I am not sure the process or what you would need from us. Do you by any chance have any examples from past posts we have done?

Thank you,

Alison Gee

Administrative Assistant to the Manager

*Howell Township
4567 Route 9 North
Howell, NJ 07731
(732) 938-4500, ext. 2102*

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