

The Borough of Sea Girt, Monmouth County seeks a full-time skilled clerical worker to work in the Administrative Offices as a receptionist/office assistant. Tasks will include heavy in-person and telephone contact with residents and visitors; assist in the processing of water/sewer payments and miscellaneous deposits, both electronically and in person; assist with processing applications for water and sewer connections and disconnections; data entry of bank code changes; process annual dog license applications; and perform other tasks as directed.

We are looking for an individual with a combination of education and experience equivalent to graduation from high school with office experience of a responsible nature along with a working knowledge of computers, specifically Microsoft Office products, including intermediate Excel skills. Knowledge of the Edmunds finance package is a plus but not required.

Please provide four copies of your resume to the Borough Administrator/Clerk, Lorraine Carafa via mail to Borough of Sea Girt, 321 Baltimore Blvd., Sea Girt, NJ 08750. Deadline to apply is no later than Monday, May 14th by 4:30 pm.

The Borough of Sea Girt is an Equal Opportunity Employer