



TOWNSHIP OF CHATHAM

58 Meyersville Road
Chatham, New Jersey 07928
www.chathamtownship.org

JOB NOTICE **Administrative Assistant**

As a result of a vacancy, the Township of Chatham is hiring one full-time Administrative Assistant with human resources, payroll, and benefits administration responsibilities. The ideal candidate is a self-motivated individual who takes initiative and is eager to assist co-workers, is capable of handling multiple assignments in an efficient and timely manner, is highly organized, and possesses strong interpersonal skills. The ability to maintain professionalism and confidentiality is required. Advanced computer skills with proficient knowledge of Microsoft Office is essential. Preference will be given to candidates with prior finance, human resources, payroll, and benefits experience, particularly in New Jersey government.

The salary range for this position is \$40,000 - \$58,000 annually. A complete job specification is attached. Applicants must submit the complete application available at www.chathamtownship.org, along with a resume and cover letter (must include salary requirement), to jobs@chathamtownship.org. No e-mail or telephone inquiries. Chatham is an Equal Opportunity Employer.