

Part-time Administrative Assistant, Department of Public Works:

Successful candidate must have excellent computer skills and ability to multi-task, deal with the public in a professional manner and have strong customer service skills. Responsibilities will include answering telephones & e-mails, filing and other departmental tasks required for assisting with the day-to-day administrative activities. Applications are available at www.raritanboro.org. EOE. Please send the completed application and/or resume with qualifications and references on or before the deadline of December 4, 2013 to the attention of Daniel Jaxel, Borough Administrator, Borough of Raritan, 22 First Street, Raritan, NJ 08869.