

READINGTON TOWNSHIP – Administrative Assistant - immediate opening for a full-time Confidential Administrative Assistant in the Administration office. The candidate must be a responsible motivated self-starter, organized and detail oriented individual capable of multi-tasking, willing to learn and have strong customer service skills. Duties will include (but not be limited to) providing office support for the Township Administrator, Assistant Administrator and Township Clerk (responding to public information requests - OPRA). Excellent knowledge of Microsoft Office and Registrar experience or the willingness to obtain required. Readington reserves the right to interview and hire prior to the deadline and is an Equal Opportunity Employer. Interested candidates must provide salary requirements, a cover letter, resume and professional references electronically to admin_dm@readingtontwp-nj.org no later than July 19, 2024.