



Township of Bedminster

March 31, 2023

Job Opening - Full Time Administrative Assistant

Seeking a full-time administrative professional to perform a wide variety of administrative support functions to the Administrator/Municipal Clerk, Principal Public Works Manager, and others.

Duties include reception of visitors, office support functions, purchasing, meeting coordination, calendar management, verbal and electronic correspondence, records management, resident bulky waste applications, maintain and update a variety of computer databases and files, preparation of department reports, and maintain confidential information. Interaction with staff, vendors, and the public is required. In addition, the candidate must be highly organized, exercise initiative, and exhibit good judgment in the analysis and resolution of issues. Comprehensive computer skills and strong interpersonal skills a must.

F/T 40 Hrs/wk with full benefits package. Please submit letter of interest and resume to humanresources@bedminster.us by April 14, 2023. Bedminster Township is an equal opportunity employer.