



LAKEWOOD TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY

Lakewood Township MUA

Seeking qualified individual for the position of **Administrative Assistant to the Authority's Engineering Department**

A full description of duties can be viewed at <http://www.lakewoodmua.com/employment.php>

In order to be considered for the position **a completed Application for Employment and resume must be submitted** via email to careers@lakewoodmua.com. Applications for Employment can be found at <http://www.lakewoodmua.com/employment.php>.

Applications for Employment and resumes **must be submitted by February 20, 2020.**

Salary is between \$37,500 and \$42,500 per annum. Excellent benefits provided.

Please call Dan Rappoccio, HR Director, at 732.363.4422. ext. 126. with questions.

Lakewood Township MUA
390 New Hampshire Ave.
Lakewood, NJ 08701

The Lakewood Township Municipal Utilities Authority (Authority) is seeking a highly motivated individual with excellent communication and organizational skills to act as the Authority's Engineering Department Administrative Assistant. Duties and responsibilities include providing administrative support to ensure efficient operation of the Engineering Department, and supporting the department through a variety of tasks related to organization and communication including writing, editing & issuing letters, scheduling meetings, electronic & regular filing and project tracking. Individual must be responsible for confidential and time sensitive material. Individual must have the ability to effectively communicate via phone and email ensuring that all administrative assistant duties are completed accurately and delivered with high quality and in a timely manner. Must be willing to learn new and emerging project tracking software, training will be provided.

A post HS higher education, with Associates or Bachelor Degree preferred but not essential. Previous experience working in a Consulting Engineering department or office would be an advantage but not essential. Must be detail-oriented, have the ability to multi-task, and be proficient with Microsoft Office. Experience with construction drawings, engineer's reports and governmental permits is preferred but not essential. Salary range is will be \$37,500 to \$42,500 per annum, depending on experience. Excellent benefits included. Please submit a resume and Job Application. Application for Employment can be found on Lakewood Township Municipal Utilities Authority web site <http://www.lakewoodmua.com/>