

TOWN OF GUTTENBERG

MUNICIPAL BUILDING
6808 Park Avenue
Guttenberg, N.J. 07093

Tel. (201) 868-2315
Fax: (201) 868-9332



RESPOND TO:
Clerk's Office

Town of Guttenberg

Employment Opportunity

Full Time Executive Secretary

JOB DESCRIPTION:

Provide executive assistance to Mayor and Council and support to administrative staff. Must have excellent computer and communication skills; excellent written and oral communication skills, and strong interpersonal, organizational and supervisory skills are required, must be proficient in Microsoft Excel and Word. Experience in municipal government a plus. Transcribe minutes, answer phones, maintain files, prepare permits, monthly reports, licenses and other duties. Bilingual a plus.

Salary dependent on qualifications and experience.

Deadline for submission of resumes is September 30th at 4pm.

All resumes can be forwarded to

Albert Cabrera, Town of Guttenberg
Clerk's Office, 6808 Park Avenue,
Guttenberg NJ 07093

or email to:

Townclerk@myguttenberg.com