

MIDDLESEX WATER COMPANY

- JOB OPENING –

ISELIN, NJ

Job Title: Executive Administrative Assistant to Chief Financial Officer

Job Summary:

Provide administrative support to the Company Chief Financial Officer and the direct reports to that position. Direct reports include the Director of Customer Service & Corporate Controller. This position will provide administrative support to other Officers of the Company, as needed.

Work Performed:

- All administrative functions for executives, including general correspondence, preparation of internal Company documents, and external regulatory/legal documents.
- Screen e-mails, telephone calls, and other correspondence.
- Manage and maintain the CFO calendar.
- Review and prioritize incoming mail.
- Organize and maintain files.
- File updates to various reference materials.
- Prepare monthly business expense reimbursement reports.
- Other administrative tasks as may be necessary.

Qualifications:

- High school diploma or equivalent.
- Ten years administrative assistant or equivalent experience.
- Advanced keyboard skills with a minimum speed of 60 wpm.
- Advanced Microsoft Office Suite skills & knowledge.
- Mature communication and interpersonal skills.
- Ability to independently manage business affairs of the CFO office.
- Notary Public Certification or the ability to obtain.

Language Skills: Requires excellent use of the English language.

Physical Demands: Physical ability to perform the above listed essential functions with or without reasonable accommodation. The employee must occasionally lift and/or move up to 25 pounds (e.g. office supplies). Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus. This position requires the ability to remain in a stationary position at least 50% of the time. It also requires the ability to operate office equipment -- such as computer, fax, copier, and other customary office equipment. The ability to stoop, bend and kneel for purposes of filing and retrieval of files.

You can submit your resume and salary requirements by: e-mail to HRG@middlesexwater.com by fax to 732-638-7667 or by mail to HR Generalist, Middlesex Water Company, 1500 Ronson Road, Iselin, NJ 08830.

No Phone Calls Please.

Candidates must possess authorization to work in the United States.

Middlesex Water Company and its' subsidiaries are an Equal Opportunity Employer.

Candidates must be able to pass a Drug Screen, Pre-employment physical, background check, and have a valid driver's license.