

MIDDLESEX WATER COMPANY ENTERPRISE JOB OPENING

EDISON, NJ – CJO PLANT

Job Title: Secretary II

Job Type: Part Time (Approximately 24 hours per week)

Job Summary:

The Secretary II position performs various secretarial and administrative duties under the direction of department supervisors.

Work Performed:

- Maintain files and correspondence.
- Schedule and confirm appointments, tours, and meetings.
- Utilize computer programs designed for word processing and report development in order to compile reports, correspondence, budgets, and presentations.
- Answer and screen telephone calls. Refer callers to supervisor's subordinates where possible.
- Perform receptionist duties as required.
- Maintain petty cash fund.
- Order and maintain stock of office supplies.
- Maintain confidential nature of material to be typed or prepared.
- Handle customer inquiries in a courteous and polite manner.
- Perform typing as required.
- Prepare payroll cover sheets for transmittal to Payroll Department.
- Responsible for maintenance of office equipment.
- Maintain sick, vacation, tardy, and overtime records.
- Perform other related duties/projects as required by supervisors.

Qualifications:

- High school diploma or equivalent, required.
- Associate's Degree or two years of acceptable secretarial experience, desired.
- One year computer experience - Microsoft Word, Excel, and Access in a windows environment.
- Valid Driver's License, required.

Physical Requirements:

- Normal visual acuity.
- Normal manual dexterity.
- Normal hearing ability.
- Ability to sit for extended periods of time.

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.