

**MIDDLESEX WATER COMPANY ENTERPRISE
JOB OPENING
UTILITY SERVICE AFFILIATES- PERTH AMBOY**

Job Title: Secretary (Full-time)

Location: Perth Amboy, NJ

Job Summary:

The Secretary position reports to the Director of Operations. This position will assist in administrative duties, prepares reports, and work on special projects.

Work Performed:

- Secretarial functions including general correspondence, Company, and Government and required reports.
- Review and prioritize incoming mail.
- Organize and maintain files.
- Assist the Director of Operations in scheduling and coordinating special events.
- Assist others in the Customer Service Department during vacations, illness, or heavy workload.
- Assist Director of Operations with bid requests. Update information for such bids as necessary. Prepare such reports, organize, and bind material to be submitted.
- Prepare Purchase Requisitions. Prepare Purchase Orders for USA-PA, Inc. and place appropriate orders.
- Prepare Work Orders for USA-PA, Inc.
- Update various forms when necessary.
- Compile necessary information for reports to Middlesex Water Company.
- Prepare Daily Time Sheets.
- Place service calls when office equipment is not working properly and follow through. Order office supplies when necessary.
- Responsible for forwarding meter reading data to Middlesex Water Company.
- Keep a record of accounts that have been turned off.
- Answer and screen telephone calls. Refer callers to Director's subordinates where possible.
- Communicate with the foreman and/or the road crew via handheld radio.
- Keep a record of customer complaints.
- Keep an inventory and maintain an adequate stock of the necessary office supplies and stationeries without exceeding the approved budget.
- Other duties as required.

Qualifications:

- High school diploma or equivalent, required.
- Associate's Degree or two years of acceptable secretarial experience, desired.
- Valid Driver's License, required.
- One year computer experience - Microsoft Word and Excel in a windows environment.
- Ability to compose own correspondence.
- Ability to speak and understand Spanish, desirable.
- Ability to multi-task, file efficiently, and possess good listening skills.
- Ability to work in a diverse environment and adapt to different work styles.

Physical Requirements:

- Normal visual acuity.
- Normal manual dexterity.
- Normal hearing ability.
- Ability to sit for extended periods of time.
- Ability to bend, stretch, and lift to retrieve and file documents.
- Ability to use computer and other office equipment.

You can submit your resume 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.