

Employment Opportunity- West Windsor Township- Administrative Assistant- Senior Center

West Windsor Township is seeking a full time Administrative Assistant for the Senior Center. The Administrative Assistant will be responsible for providing administrative support to the Manager of Senior and Social Services in the operation of the Township's Senior Center. Responsibilities include: providing administrative and clerical support, preparing the Senior Center calendar and newsletter; assisting with programing, trips and activities; provides information and referrals as needed. Previous administrative experience a plus.

Please send cover letter, employment application, resume to:

Email: HR@WestWindsorTwp.com or West Windsor Township, Human Resources, PO Box 38, West Windsor, NJ 08550. SUBJ: Administrative Assistant- Senior Center Deadline: Until Filled. No phone calls, please. EOE/AA.