



TOWNSHIP OF ABERDEEN
Office of The Township Manager
One Aberdeen Square
Aberdeen, NJ 07747
(P) 732-583-4200

Bryan A. Russell, RPPS, QPA
Township Manager

JOB POSTING

DATE: September 20, 2021

CLOSING: October 1, 2021

POSITION: Administrative Assistant

TITLE – Administrative Assistant

DEPARTMENT – Office of the Township Manager – Purchasing and Personnel Division

DEFINITION -Assists the QPA/Personnel Manager by performing varied, complex administrative secretarial, advanced clerical and program support functions of a general or specialized nature; as well as general administrative details; may supervise clerical operations and staff; does other related duties as required.

REQUIREMENTS –

- Minimum 3 years of administrative experience in a government agency preferably within a Purchasing unit with a working knowledge of the Local Public Contracts Law
- Must currently hold a certification as a Registered Public Procurement Specialist at minimum or greater
- Bachelor's Degree from an accredited college or university preferred.
- Experience and working knowledge of Excel, Word, Edmunds and Outlook is required.
- Excellent organizational and people skills are a must.

HOURS - Monday thru Friday from 8:30a.m. To 4:30 p.m. This is a 7-hour work day with 60 minutes for lunch.

An Equal Opportunity Employer

JOB DUTIES –

- Various clerical duties including but not limited to filing, typing, answering phones, record keeping, running of reports, mail sorting and review for both Purchasing and Personnel
- Vendor correspondence
- Receive and review incoming invoices and process if complete
- Works with QPA on the routine bid calendar for each year
- Handle noticing for bid openings
- Assist and/or stand in for the QPA during bid openings
- Prepare summary of bids, resolutions, and award letters for QPA's review
- Handles monthly supply orders for every department
- Maintains and monitors general supply closet and staff room supplies
- Orders replacement toners and schedules service calls for printers and/or copiers
- Receives, reviews, and distributes supply deliveries
- Maintains records for retiree health insurance premiums
- Assists in compiling data of a confidential nature, i.e. work related injuries for OSHA log
- Assists in filing confidential documents, i.e. personnel files
- Assists in the annual budget preparation

SALARY - \$35,000-\$65,000.00 Depending on Qualifications

The Township reserves the right to hire prior to close of this announcement.