



**WEST MILFORD TOWNSHIP PUBLIC SCHOOLS
BOARD OF EDUCATION OFFICE
46 HIGHLANDER DRIVE
WEST MILFORD, NEW JERSEY 07480**

VACANCY ANNOUNCEMENT

POSITION: **ADMINISTRATIVE ASSISTANT (BUSINESS/TRANSPORTATION)
BOARD OFFICE**

RESPONSIBILITIES: *To ensure the efficient functioning of the Business Office operation related to community usage of District facilities; management of our non-health insurance coverages; various aspects of our Food Service Program; Transportation Department operations; and general administration services.
*Experience in utilizing office machines, such as calculator, fax, copiers/scanner, multi-line telephone.

QUALIFICATIONS:

1. High School Diploma required
2. Business or office training preferred
3. Minimum of five (5) years of general or school office experience
4. Proficiency in Microsoft Office suite and business office software
5. Experience with budget management
6. Strong analytical, organizational, communication and human relations skills
7. Self-motivated and ability to work independently
8. Criminal history background check and legal resident status

PAY SCALE: Per Board of Education Agreement/Unaffiliated Board Office Unit

PROCEDURES: Electronic applications accepted via
<http://www.applitrack.com/wmtps/onlineapp>
Closing Date: Until Filled

An Equal Opportunity/Affirmative Action Employer