



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

**ANTICIPATED
VACANCY ANNOUNCEMENT**

POSITION: **RECEPTIONIST
BOARD OF EDUCATION OFFICE
MAY 1, 2018**

RESPONSIBILITIES: To provide a pleasant and professional public relations image in receiving public and staff contact through the central office of the school district. To provide support to the effective and efficient functioning of the school district including but not limited to phone system maintenance, data entry, purchase order preparation, copying, typing and assisting with office and district projects. Provide assistance with daily tasks in the accounts payable and payroll departments of the Business Office. Performs other related duties assigned by the Supervisor.

QUALIFICATIONS:

1. High School Diploma
2. Demonstrated knowledge and experience in computer applications and the operation of general office equipment
3. Competent in basic office skills and clerical practices
4. Good public relations/customer service skills and the ability to work as part of a team
5. Successful completion of the State of New Jersey required criminal history check and proof of United States citizenship or legal resident alien status

SALARY: Per Board of Education/Unaffiliated Board Office Unit Agreement

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

An Equal Opportunity/Affirmative Action Employer