

PART TIME ADMINISTRATIVE POSITION – TOWNSHIP OF CRANBURY, MIDDLESEX COUNTY. Part-time position – 15 hours per week. Cranbury Township has an immediate opening for a Secretary to the Recreation Commission and Office Assistant. The Board Secretary position requires taking minutes, following up on board requests, handling all recreation program registrations, assisting in the running of the summer camp program and coordinating recreation and senior center events. Attendance at recreation meetings is mandatory. The Office Assistant position requires answering the phone, filing, copying and dealing with the public one on one. Send resume to Denise Marabello, Township Administrator, Cranbury Township by e-mail to dmarabello@cranbury-nj.com. E.O.E/ADA. Deadline for applications is 4:00 pm, Wednesday, February 28, 2018.