

Title: Borough of Gibbsboro – Camden County

Email: gibbyclerk@comcast.net

Job Type: PART-TIME ADMINISTRATIVE ASSISTANT

ADMINISTRATIVE ASSISTANT/PAYROLL CLERK/PLANNING-ZONING BOARD – Borough of Gibbsboro, Camden County. Initially, this is a part time position. Candidate should be self-starter with strong interpersonal and communication skills. Experience in municipal government is a plus. Assist Clerk's office in daily operations including management and special projects. Payroll experience a plus. Planning/Zoning duties including but not limited to receiving, processing, attending meetings, agenda, and minutes. Education opportunities available for the right candidate.

E-Mail cover letter, resume and salary history to Anne D. Levy, Clerk, at gibbyclerk@comcast.net.
EOE/ADA. No phone calls please.