

# **Administrative Assistant**

**Reports to: Executive Director**

East Windsor Municipal Utilities Authority is looking for the perfect candidate to assist the Executive Director and Development Manager in the daily operations of the Authority. Under general supervision, to perform highly responsible, confidential secretarial and administrative duties in support of the Executive Director and Development manager as assigned; including public relations assistance; attends all board meetings as secretary to the board and transcribes the minutes; to perform all other related duties as required. Must exercise independent judgment in conducting duties and handling administrative details. Prepare payroll and manages all human resources tasks. Assist the public and direct calls to the proper departments as needed.;

## **Education:**

A Bachelor Degree in HR preferred.

Minimum requirement - A high school diploma or satisfactory equivalent, preferably supplemented by the completion of college level courses in business, and human resource.

## **Experience:**

A minimum of ten (10) years of progressively responsible experience in providing administrative support to a high-level executive or administrator, including preparing minutes and agendas for a board, payroll and human resource. Must have knowledge of Personal computer operations and related software applications including Microsoft Office Excel, e-mail and web-based communication tools. Experience with accounts payable, accounts receivable and Edmunds software a plus.

Candidates should submit a copy of their resume and complete an Employment Application that can be found on: [Eastwindsormua.com](http://Eastwindsormua.com) to:

East Windsor MUA  
7 Wiltshire Drive,  
East Windsor NJ 08520  
Attn: Richard Brand, Executive Director or;  
Email: [spretz@Eastwindsormua.com](mailto:spretz@Eastwindsormua.com)