

## **ADMINISTRATIVE ASSISTANT/FLOATER- BOROUGH OF WOODCLIFF LAKE – FULL TIME**

Borough of Woodcliff Lake is seeking an Administrative Assistant to work in Borough Hall and DPW offices. The candidate must have the ability to multi-task, have strong customer service skills and be very well organized. Person will split time between Borough Hall and DPW Offices. They should have a proficient knowledge of MS Office software, including Outlook, Excel, and Word. Knowledge of Edmunds Finance Software and SDL preferred, but not required. Responsibilities include but not limited to: record keeping, customer service, requisitions, assisting with scheduling, filing and submitting reports to state agencies as well as processing/issuance of construction permits, scheduling inspections for inspectors and researching inquiries. The salary range is \$40,000 - \$47,000 annually, commensurate with experience and includes a health benefits package, with employee contribution and enrollment in PERS pension system. Send application and resume to: Tom Padilla, Borough Administrator, 188 Pascack Road, Woodcliff Lake, NJ 07677 or [tpadilla@wclnj.com](mailto:tpadilla@wclnj.com). The Borough is an equal opportunity employer and reserves the right to interview candidates and hire as received.