



FRANKLIN TOWNSHIP SEWERAGE AUTHORITY

THE FRANKLIN TOWNSHIP SEWERAGE AUTHORITY IS SEEKING A QUALIFIED CANDIDATE TO FILL AN IN PERSON ROLE AS THE RECEPTIONIST/ ADMINISTRATIVE ASSISTANT AT THEIR FACILITY LOCATED AT 70 COMMERCE DRIVE, SOMERSET, NJ 08873. THE POSITION WILL REPORT TO THE ADMINISTRATIVE MANAGER. THE QUALIFIED CANDIDATE MUST HAVE PROVEN CUSTOMER SERVICE AND ADMINISTRATIVE SUPPORT SKILLS WITH AN ABILITY TO WORK IN A TEAM ENVIRONMENT. THIS INDIVIDUAL WILL HAVE PRIMARY RESPONSIBILITY FOR ALL ACTIVITIES RELATED TO ADMINISTRATIVE SUPPORT, ANSWERING PHONES AND DISPATCHING CALLS. INDIVIDUALS WITH THESE PROVEN SKILLS, PLEASE FORWARD YOUR RESUME TO OUR OFFICE AT THE ABOVE LOCATION, ATTENTION: CHIEF HUMAN RESOURCES OFFICER OR AROACH@FTSA-NJ.ORG

JOB EXPECTATIONS ARE AS FOLLOWS:

RECEPTION / ADMINISTRATIVE SUPPORT

- Receive all incoming telephone calls and directing them to the appropriate individual or department
- Dispatching and logging of incoming pump station alarm calls
- Interacting with visitors and directing them to the appropriate Authority Staff
- Receiving all incoming mail, sorting, scanning, and distribution
- Set up e-files and maintain all incoming/outgoing correspondence
- Creating, editing and maintenance of correspondence including reports
- Maintenance of the Authority Shared Drive
- Maintenance of office common areas
- Order and replenish office inventory
- Assist with preparations for the monthly Board and Special meetings
- Assist with minor GIS related tasks
- Assist with maintenance of the Authority website and Open Public Records Act (OPRA) requests
- Assist with other administrative duties as required

CUSTOMER SERVICE

- Must have proven customer service skills (In person and over the phone)
- Must have strong interpersonal skills and proven ability to work in a team environment
- Extensive phone experience
- Experience in handling lobby traffic
- Provision of quality customer care

TECHNICAL SKILLS

- Experience with use of a Multi-Line Telephone System
- Microsoft Office (Excel, Word and Outlook) a must have. Power Point is a Plus.
- Familiar with using copier, scanner, fax and postage meter

HOURLY RATE RANGE: \$16.50 - \$25.00

JOSEPH DANIELSEN EXECUTIVE DIRECTOR / SPECIAL PROJECT MANAGER

The Franklin Township Sewerage Authority Does Not Discriminate On The Basis of Race, Color, National Origin, Religion, Sex, Sexual Preference, Age Or Handicap