

Part-time Temporary Office Assistant - The Township of Lebanon is seeking a Part-time Temporary Office Assistant to perform varied types of clerical work for the Municipal Office. Applicants must be detail-oriented and possess excellent customer service, written and oral communication skills. Proficiency in Microsoft Word, Excel and Outlook preferred. Duties shall include, but are not limited to, organizing records and filing as well as other clerical duties as assigned. Position will be available immediately. Send resume/application to: Karen Sandorse, Municipal Clerk, 530 West Hill Road, Glen Gardner, NJ 08826 or email, clerk@lebtwp.net. Equal Opportunity Employer.