

Administrative Assistant / Human Resources Officer

Bayshore Regional Sewerage Authority
Union Beach, NJ

The Bayshore Regional Sewerage Authority (Authority) has an immediate need for an Administrative Assistant/Human Resource Officer. The position handles both the executive office administration functions as well as all Authority human resources responsibilities for a staff of approximately 36 employees.

The Authority is a major regional wastewater treatment facility with offices located in Union Beach, Monmouth County, NJ. The Authority provides wastewater service to a population of approximately 100,000 residents encompassing the municipalities of Hazlet, Holmdel, Union Beach, Aberdeen, Matawan, Keyport, Keansburg and a portion of Marlboro.

The position's responsibilities include but are not limited to: managing correspondences, calendars and meetings; preparing letters, legal notices, public meeting agendas, resolutions, minutes and meeting packages; and act as a confidential assistant to the Board of Commissioners and Executive Director. The position also is responsible for handling all of the Authority's human resource functions such as advertising and interviewing applicants; new employee orientations and training; administration of employee benefits, including managing the NJ Public Employee Retirement Systems (PERS); scheduling of conferences and travel arrangements; maintaining confidential, personnel and medical files; and cross train in other administration areas of the office such as purchasing and finance. This is a full-time position, Monday through Friday.

Qualified candidates should possess a minimum of an Associate's Degree or two years of college-level coursework or training in a Business Administration and/or Human Resources program (a Bachelor's Degree is a plus). Two (2) years related work experience is preferred in Administration or Human Resources or Legal field and be proficient with Microsoft Office. Must also have excellent verbal and written communication skills and hold a valid NJ driver's License.

The Authority offers a competitive salary and benefits package, including NJ State Health Benefits, Dental & Vision Plans, NJ State Pension Plan, 457 Deferred Compensation Plan, paid time off, education and training programs. Salary is commensurate with experience. The Authority is an equal opportunity employer.

Interested and qualified applicants may forward their resume, cover letter and salary requirements to:

Bayshore Regional Sewerage Authority
100 Oak Street, Union Beach, NJ 07735
Attention: Peter J. Canal, Executive Director
e-mail to: info@bayshorersa.com