

Administrative/Purchasing Assistant

The **Bayshore Regional Sewerage Authority** (Authority/BRSA) owns and operates a 16 million gallon per day water resource recovery facility located in the Bayshore Area of Monmouth County. The Authority has an immediate opening for an **Administrative/Purchasing Assistant**. The Administrative/Purchasing Assistant works 40 hours per week from Monday to Friday and reports to the Executive Director.

Under the direction of the Executive Director, the position will support the Administration office of the Authority and will also work in areas of Purchasing, Finance and Engineering. The position may also support Operations and Maintenance in preparing purchasing requisitions and purchase orders as well as inventory control, ordering parts and materials. The intent of the position is to support the staff, train, take necessary NJ Qualified Purchasing Agent (QPA) certification courses and acquire a QPA certification.

The candidate must possess a valid NJ driver's license and have excellent verbal and written communication skills. A related college degree is preferred. Computer skills are required, specifically Microsoft Office (Excel, Word and Outlook). It is desired that applicants have a background and/or education in purchasing, finance, and/or business administration.

The Authority offers a very competitive salary, benefits, and Pension package including NJ State Health Benefits Plan, NJ Pension Plan, Dental, Vision, Paid time off, Education and Training Programs. Salary is commensurate with experience. The Authority is an equal opportunity employer. The Authority is conveniently located off of the Garden State Parkway at Exit 117.

Interested and qualified applicants may forward their resume, cover letter and salary requirements to Peter J. Canal, Executive Director, BRSA, 100 Oak Street, Union Beach, NJ 07735 or email directly to info@bayshorersa.com