

**COMMERCIAL TOWNSHIP BOARD OF EDUCATION
1308 NORTH AVE
PORT NORRIS, NJ 08349**

JOB LISTING

The Commercial Township School District is seeking an administrative assistant to provide executive level support to the Superintendent of Schools. To perform this job successfully, the candidate must have strong administrative skills and the ability to prioritize work with minimal supervision and have good communication skills and attention to detail. Must possess expert knowledge of computer software applications, e.g. MS Office, Google Docs. Knowledge of CSI personnel software and NJ Smart reporting.

Responsibilities will include:

- Maintain all employee personnel files
- Track daily employee attendance
- Prepare Monthly Board Agendas/Meetings
- Update and maintain staff lists
- Perform all secretarial and confidential work as assigned by the Superintendent and other related duties as may be assigned under the direction of the Superintendent

Strong organizational and time management skills are required.

This is an 11 month position. Salary negotiable

Education Requirements: High School Diploma or higher

We are an Equal Opportunity Employer - F/M