

Part Time Administrative Assistant Position – Flemington Borough, Hunterdon County. Salary to be determined based on qualifications, experience and hours. Between 15 to 25 hours per week and be flexible to cover if and when necessary. Position available immediately. The ideal candidate should possess excellent verbal, written, interpersonal, administrative, organizational and computer/technology skills. Candidate must be highly motivated, able to multi task, organized and able to complete tasks. Candidate must work well with others. Submit resume, cover letter and references to Sallie Graziano via mail to: Borough of Flemington, 38 Park Avenue, Flemington, NJ 08822; via Fax 908-782-0142 or via email sgraziano@historicflemington.com by September 15, 2016.