



JON S. CORZINE
Governor

State of New Jersey

Highlands Water Protection and Planning Council
100 North Road (Route 513)
Chester, New Jersey 07930-2322
(908) 879-6737
(908) 879-4205 (fax)
www.highlands.state.nj.us



JOHN R. WEINGART
Chairman

EILEEN SWAN
Executive Director

Administrative Assistant – Part Time

The New Jersey Highlands Water Protection and Planning Council is seeking a part-time Administrative Assistant. Hours are flexible, 15-20 hours per week with a maximum of 944 hours per year. The position does not include benefits. This position will handle typical clerical and administrative functions in support of the Highlands Council Staff. Information about the Highlands Council can be found at www.highlands.state.nj.us.

Position Requirements: Several years experience in word processing, document production and administrative office tasks. Requirements include excellent word processing skills utilizing MS Word (including applying and modifying styles, page numbering, headers and footers and mail merge) as well as knowledge of MS Excel and Outlook. Candidate must be a team player and a self starter, and be able to prioritize workload.

Please mail, fax or email the following to the address below:

- 1) cover letter addressing your interest and experience
- 2) resume
- 3) salary history
- 4) professional writing sample
- 5) names and phone numbers of three references

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