

**P/T Executive Confidential Secretary/Floater-20-28 hrs-** Seeking an experienced Executive Secretary to assist the Office of the Mayor, serve as a Liaison with the public, residents and staff for his office. Must be able to multi-task a demanding workload, and meet deadlines in a timely manner. Strong computer and communication skills required. Candidate must have excellent proofreading and grammar skills. Individual must be able to have flexible hours and attend at least two night meetings as required per month. The floater position of this job is to provide assistance to many different departments, and cover vacations on an as needed basis. Must possess professional decorum. Must be flexible and adaptable to the changing needs of the position. Starting salary \$20 per hour. Town reserves the right to review resumes and conduct interviews as they are received. NJ Residents Only- EOE- Interested candidates can email your resume, cover letter with references to: R. Lorraine Hutter, Office Manager -- [Lhutter@montvaleboro.org](mailto:Lhutter@montvaleboro.org)

The Borough of Montvale is an Equal Opportunity Employer.