

ADMINISTRATIVE ASSISTANT – Borough of Woodcliff Lake seeks a part time Administrative Assistant who will be assigned to the Building Department but will also fill in as needed within other departments. Hours are 25 hours per week, normal week would be 8-1 M-F. The candidate must have the ability to multi-task and have strong customer service skills. Municipal Building Department experience preferred. Position requires, and experience preferred, in the use of several computer programs including SDL software for the processing and issuance of construction permits, scheduling inspections for sub-codes and researching inquiries. TACO Certification issued by the NJ DCA is desirable but will train the right candidate. Salary range is \$20,000 - \$25,000.

Send application and resume to: Tom Padilla, Borough Administrator, 188 Pascack Road, Woodcliff Lake, NJ 07677 or tpadilla@wclnj.com. The Borough is an Equal Opportunity Employer. Borough reserves the right to and select candidates prior to the deadline.