



JOB ANNOUNCEMENT

- TITLE:** **Administrative Aide**
- DUTIES:** Performs confidential, professional, administrative and office activities for the Executive Director and multiple supervisors. A variety of routine repetitive clerical task that involve answering telephone, takes dictation, data entry and other relieves officials of clerical work and minor administrative and business detail.
- HOURS OF WORK:** 40 hours a week with a flexible schedule
- REQUIREMENTS:** High school diploma or equivalent with several years of work experience. Excellent organizational, communication skills, knowledge of Microsoft Word, Excel and Access, modern office methods, practices and equipment are required.

Interested applicants must submit a completed application and/ or resume to the Camden Parking Authority, Administrative office, Attention Willie Hunter, no later than Wednesday, April 25, 2018 close of business.



Job Announcement

Title: Executive Assistant

Reports to: Executive Director

Job Status: Full time, does include some weekends, Non-union position

Job Purpose : Performs confidential, professional, administrative and office activities for the Executive Director and multiple supervisors.

Duties and responsibilities

- Perform a variety of confidential administrative and clerical duties for the Executive Director including preparing manuals, reports, correspondence and other communications.
- Prepare confidential material/ information relating to disciplinary actions and union matters, including gathering documents and taking notes in connection with preparation for negotiations, negotiation strategies and in deciding grievances.
- Complete correspondence, reports, and other documents of a confidential nature for management, departmental supervisors, and legal counsel.
- Must demonstrate strong interpersonal and communication skills (both verbal and written) to effectively work in a team environment and interact positively and respectfully with internal/ external contacts at all levels and generate effective and professional business communications.
- Complete other duties as assigned.

Education and/ or Experience

Minimum of Associates Degree in Business; three-five years related experience and/ or training; or equivalent combination of education and experience.

Language Skills

Ability to read and interpret documents such as bids, contracts, collective bargaining agreements and policy and procedure manuals. Ability to write routine reports and correspondence and speak in a positive and professional manner with employees, stakeholders, guests and/ or vendors.

Mathematical Abilities

Ability to add and subtract two digit numbers and multiply and divide with 10's and 100's, and calculate percentages. Ability to perform these operations using units of American money and weight and measurement.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Other Skills and Abilities

Must be able to operate equipment, including but not limited to scanners, lasers printers, photocopiers, fax machines, computer, and multi-line telephone.

Resumes should be submitted to The Parking Authority City of Camden, Attn: Willie Hunter, Executive Director by Wednesday, April 25, 2018 close of business.