

The Cumberland County Utilities Authority is accepting applications for an EXECUTIVE ADMINISTRATIVE SECRETARY .

This position acts as direct assistant to the Executive Director and Administrative Staff. This is an immediate opening and must be able to juggle multiple tasks including payroll, billing, dictation and typing, bank reconciliations and preparation for board meetings. Candidate must be articulate, detail oriented, flexible and able to work well with co-workers and the public. Ability to solve problems and manage work independently; able to handle confidential and sensitive information appropriately.

Detailed job description is available on-line @ www.ccua.info "Current Projects". Send resume to: Cumberland County Utilities Authority, Attn: Stephanie Mick, , 333 Water St., Bridgeton, NJ 08302 or by email: smick@ccua.info.

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