



Borough of South River
Middlesex County, New Jersey

48 Washington Street
South River, NJ 08882-1216

Borough Administrator

Office: 732-257-1999, Ext. 519
Fax: 732-613-3081

May 4, 2026

To: All Employees/ All Departments

PLEASE POST

From: Personnel

Re: Part-time Clerk/Administrative Assistant

Applications are now being accepted for the position of:

Part-Time
OOA Administrative Assistant

DUTIES:

See Attached

QUALIFICATIONS

See Attached

Applications are available at the Borough Administrator's Office, 48 Washington Street.

POSITION: Part-Time Clerk/Administrative Assistant

DEPARTMENT: Office on Aging

SOURCE OF AUTHORITY: Office on Aging Director

COMPENSATION: \$20-\$24 per hour, commensurate with experience, fixed in accordance with the provisions of the borough's salary ordinance. Sick time provided based on length of service.

Overview

The Office on Aging is seeking an organized, enthusiastic, empathetic professional to provide administrative and clerical support in a high-energy atmosphere of hospitality and digital empowerment for the local older adult community. As the first point of contact, this individual will greet seniors with a warm and welcoming demeanor and articulately communicate the department's programming and services. This role is ideal for individuals with a background in hospitality who excel at multitasking in a people-centered environment while maintaining a positive and patient attitude.

Key Responsibilities

- **Customer Service & Front Desk:** Greet visitors, answer multi-line phones, and respond to inquiries with patience and professionalism. Provide guidance to direct seniors to appropriate programs and resources.
- **Program & Event Support:** Assist in coordination and execution of senior events and activities, manage member registrations, attendance logs, and waitlists for classes and trips.
- **Transportation Coordination:** Manage ride requests and communicate schedule to driver.
- **Administrative and Clerical Tasks:** Maintain confidential participant files, process program donations, manage office supply inventory, and facilitate facility work order requests.

Secondary Duties

- **Digital Assistance:** Provide patient, one-on-one tech support for seniors. This includes helping with smartphone settings, smart doorbells, and navigating essential apps or telehealth platforms.

Education, Experience, and Training

- Minimum 2-year college degree in a related field or 4 years of professional experience in two of the following fields: social services, hospitality, customer service, or administrative support. Public-facing or human services setting preferred. Knowledge of and experience with senior citizen benefit and entitlement programs preferred.

Required Skills

- Exceptional patience and a positive demeanor.
- Ability to maintain discretion. Handle sensitive, confidential information with empathy.
- Proven experience in an office environment with proficiency in Microsoft Office (Word, Excel, Outlook).
- Strong multi-tasking and problem-solving capabilities. Ability to perform all duties with accuracy and attention to detail.
- Openness to flexible scheduling to accommodate occasional programs outside of normal business hours.