October 18, 2019

BERGEN COUNTY TECHNICAL SCHOOLS

"A school of choice for teachers and students who believe in doing the serious work of creating a learning community"

POSITION OPENING FOR SCHOOL YEAR 2019-2020

SECRETARY – PART TIME
(12 Months – Non-certificated)
EMS Training Center

QUALIFICATIONS:
1. High School diploma.
2. Working knowledge of office procedures and the operation of office equipment and machines.
3. Superior telephone technique.
4. Experience with PC and/or Macintosh platforms.
6. Effective communication and organizational skills.
7. Excellent interpersonal skills to effectively communicate with staff.
8. Payroll and/or purchasing experience preferred.
9. New Jersey residency required within one (1) year from date of hire.

NOTE: Position is part time – maximum of twenty-four (24) hours per week.

Applicants for this position are asked to submit a current resume, and other supporting materials to:
Gary P. Hall
Director of Human Resources
Bergen County Technical Schools
540 Farview Avenue
Paramus, NJ 07652
Fax: 201-265-5785 or e-mail: jeafort@bergen.org

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Please post from October 18, 2019 through November 6, 2019

GPH/rlp

c: Presidents, Employee Associations

PCN# 27-30-AD/axu