

Telephone: 973-402-9410
Facsimile: 973-316-8498

TOWN OF BOONTON
100 WASHINGTON STREET
BOONTON, NEW JERSEY • 07005



INTERNSHIP: Administrative / Mayor's Assistant

Application Deadline: Available Year-round

Position: Part-time, Unpaid

Description

The town of Boonton, NJ is seeking an administrative / operations intern to support the Mayor and other departments within the town regarding administrative and clerical functions. Current students or under/unemployed applicants welcomed. Residents of Boonton or the surrounding area highly preferred.

Responsibilities

- Provide administrative and clerical support to the Mayor and other departments as needed
- Conduct on-line research
- Coordinate volunteers
- Manage projects from concept to completion with set timelines
- Analyze information and form conclusions
- Produce reports
- Data-entry
- Scheduling and calendar management

Requirements

- Administrative skills
- Strong organizational skills
- Critical thinking skills
- Customer service oriented
- Problem-solver
- Microsoft Office Skills
- Assertive and fearless attitude

Skills

Required - Proficient in Microsoft Office, Writing and Editing, Organization & prioritization skills, Communication Skills Listening

How To Apply

An application and interview is required for consideration and can be completed at www.boonton.org.