



# CITY OF BRIGANTINE

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[www.brigantinebeachnj.com](http://www.brigantinebeachnj.com)

## JOB POSTING

**Administrative Secretary – Construction Department - F/T** – The City of Brigantine, under the direction of the City Manager, is seeking a qualified, motivated, and organized Administrative Secretary with good writing and communication skills to work under the general direction of the Construction Official. Candidate should be proficient in Microsoft Word and Excel. Knowledge of MPAS is helpful. Candidate must have excellent customer service skills. Responsibilities include, but are not limited to: Assisting the Public & Vendors via the walk-up window, Record keeping, Data entry, answering telephone, maintaining files and records for accuracy and other related duties as required. Salary is commensurate with Union contract guides.

Interested candidates must send a completed City of Brigantine Employment application (found on our website at [www.brigantinebeach.org](http://www.brigantinebeach.org) on the Personnel page), a letter of interest and resume to Mollye O'Neill, Director of Personnel, City of Brigantine, 1417 W. Brigantine Avenue, Brigantine, NJ 08203 or email to [moneill@brigantinebeachnj.com](mailto:moneill@brigantinebeachnj.com) by 4:30 PM on May 31, 2023.