



302 Towne Centre Drive
PO Box 5909
Hillsborough, NJ 08844

EMPLOYMENT OPPORTUNITY: Part-time / On Call Administrative Assistant

The Township of Hillsborough Municipal Utilities Authority (TTHMUA) operates and maintains over 181 miles of gravity sanitary sewer ranging from 8-inch diameter to 36-inch diameter pipe, over 14 miles of force mains and 17 sewage pumping stations providing residential, commercial, industrial, and municipal sanitary sewer service for more than 10,000 customers, representing over 13,000 billing units. The system currently conveys an average daily flow of approximately 3.6 million gallons to the Somerset Raritan Valley Sewerage Authority (SRVSA) Wastewater Treatment Facility located in Bridgewater, New Jersey.

Position: TTHMUA is seeking a reliable and organized Part-time / On Call Administrative Assistant to support office operations on an as needed basis. This role is ideal for someone who is detail-oriented, professional, and comfortable handling a variety of administrative tasks.

Work Schedule: Monday to Friday 9:00 am – 4:00 pm; not to exceed 29 hours per week. Hours will vary week by week as determined by the needs of the business.

General Responsibilities:

- Answer and handle phone calls
- Provide general administrative support to staff as necessary
- Open and distribute mail
- Issue Connection Permits
- Process Account Payments
- Maintain and organize files
- Handle routine office tasks such as copying, scanning, and filing
- Assist with customer inquiries as needed

Requirements:

- Strong organizational and communication skills
- Proficiency with Microsoft Office (Word, Excel, Outlook)
- Ability to multitask and prioritize work
- Attention to detail and accuracy
- Previous administrative or office experience preferred

Pay Rate:

- Commensurate based on experience

How to Apply: visit our website <https://hillsboroughmua-nj.org/> to complete an application or email letter of interest and resume to admin@HillsboroughMUA-NJ.org for consideration.

TTHMUA is an Equal Opportunity Employer