



Mansfield Township

**PURCHASING ASSISTANT /
ASSISTANT TO TAX COLLECTOR**
MANSFIELD TOWNSHIP, BURLINGTON COUNTY

Township of Mansfield, Columbus, NJ, is seeking to hire a part-time Purchasing Assistant/Assistant to Tax Collector.

The position has the potential to transfer to a full-time schedule. Under direct supervision, responsibilities will include: compiling information to prepare purchase orders for procurement of materials, supplies, equipment, or services; reviewing and editing purchase orders for proper description, number identification, and completion; recording the requisition and receipt of goods and services; and assisting the Tax Collector in all aspects in the Tax Office including billing, reporting, enforcement, and collection of real estate taxes. Salary commensurate with experience and qualifications. Position is available immediately. 20 Hours a week (schedule to be determined). Benefits are not offered for part-time positions. Submit resume to Michael Fitzpatrick, Township Administrator, at administrator@mansfieldtwp.com. By 12 Noon, June 29, 2018. The Township Of Mansfield is an Equal Opportunity Employer

BC-0007225413-01

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PLEASE READ CAREFULLY • SUBMIT CORRECTIONS ONLINE

BC-0007225413-01 (100%)

ADVERTISER: MANSFIELD TWP

SALES PERSON: BCPIAZZAC

SIZE: 2X57

PUBLICATION: BC-Courier_Times

PROOF CREATED AT: 6/14/2018 5:40:11 PM

NEXT RUN DATE: 06/17/18

PROOF DUE: 06/15/18 11:59:55