

# BOROUGH OF BRADLEY BEACH

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LARRY FOX, MAYOR  
MEREDITH DEMARCO  
ACTING BOROUGH ADMINISTRATOR

## FULL TIME ADMINISTRATIVE ASSISTANT/RECEPTIONIST – BOROUGH OF BRADLEY BEACH

**FRONT OFFICE** is seeking a Full Time Receptionist / Administrative Assistant – 40 hours per week, heavy workload, unionized position. Monday through Friday. Duties are specialized clerical work involving receiving cash, applying payment to properties, answering phone calls and emails, greeting all visitors, and providing direction for service. Proficiency with Excel and Word are required. Proficiency with Edmunds Financial software preferred. Bilingual is preferred but not required. The salary is in accordance with the UFCW Local 152 contract. Submit resume to: Michele Whille, Deputy Clerk, [mwhille@bradleybeachnj.gov](mailto:mwhille@bradleybeachnj.gov) by Friday, February 23, 2024. Interviews will be conducted via Zoom or in person.

The Borough of Bradley Beach is an Equal Opportunity Employer.