



Human Resources
400 Witherspoon Street
Princeton, NJ 08540
P: 609/454-4751 F: 609/454-8449
humanresources@princetonnj.gov

NOTICE OF VACANCY

Department: Corner House

Post Date: October 21, 2016

Position: Office Coordinator/Front Desk Manager –
Full-time

Deadline: November 6, 2016

Salary Range: \$40,000-\$56,000

Description: Typically 9 a.m. - 5 p.m. with the flexibility to work the evening shift when necessary. Reports to the Executive Director. Job duties include: day to day front desk/office management which includes client communication and heavy telephone volume; account receivable/ accounts payable ; training and scheduling of office staff; strong communication skills; customer service and problem solving skills needed for walk-in clientele in distress; ability to evaluate and update procedures based on municipal, county and federal guidelines as needed; preparation of client insurance, state and county billing, vendor purchase orders; perform urine tests; provides clerical support for the Executive Director, Clinical Director, Prevention Coordinator and the Grant & Development Director and other staff as directed; provides clerical support for the Corner House Board, Corner House Foundation and PADA including set up and preparation for meetings and preparation of minutes.

Requirements: Must have advanced computer skills, knowledge of graphics, website familiarity, MS Word, Excel, Outlook, Access, and multiple other databases. Bilingual (Spanish) is a plus. 5+ years of office experience preferably in a mental health/substance abuse healthcare. Must have a valid NJ Driver's License in good standing if operating a Municipal vehicle; NJ residency required by State Statute. R.S.52:14-7

Submit application, cover letter of intent and resume AS ATTACHMENTS to: humanresources@princetonnj.gov
Application available online at <http://www.princetonnj.gov/employment.html> **EOE - M/F/V/H**

Posted on:
Monument Hall Employee Bulletin Board
Human Resources Office
Police Department Bulletin Board
Corner House Bulletin Board
SOC – River Road Facility
Public Works Garage – John Street
Website

Witherspoon Hall Main Entrance Bulletin Board
Recreation Department Bulletin Board
Spring Street Garage – Parking Operations
Public Works Garage – Harrison Street
Princeton Public Library
Princeton Senior Resource Center
Please Post