



CITY OF PERTH AMBOY

Job Posting

TITLE:	Clerk 1 / UEZ/BID Associate
SALARY:	\$40,111 - \$45,000
DEPARTMENT:	Business Improvement District
DATE POSTED:	September 2, 2022
DEADLINE:	September 16, 2022

The City of Perth Amboy is looking for an individual to fill a full-time position of Clerk 1 who will work in partnership to serve as an UEZ/BID Associate to provide administrative support, perform clerical duties, assist with programmatic/event coordination, marketing of services offered to local business owners and potential business owners. This position is grant funded for one year from the appointment date, continued employment is contingent on additional funding.

Job Description: Under direction, performs varied, complex clerical work involving the processing of documents in a variety of functions, data entry and answering telephone inquiries from public and walk-in inquiries. The position will also assist the Business Improvement District through the following objectives:

- Increase awareness of services available to the business community
- Assist in outreach to business owners and respond to constituent concerns
- Canvassing, marketing and advertising
- Coordinate events, workshops and seminars
- Assist in overall program development and outreach

Requirements: Must be proficient in the use of Microsoft Office applications, and have excellent customer service and superb written and oral communication skills, social media competency. Bilingual in Spanish is preferred. Applicant must adhere to a flexible work schedule that may include occasional weekends and evenings for events/meetings.

Please submit a cover letter, resume and application to the City of Perth Amboy, Personnel Office at 260 High Street, Perth Amboy, NJ 08861 or email to employment@perthamboynj.org by the closing date.

Equal Employment Opportunity Employer