

Borough of Merchantville is seeking a part-time office assistant for 21-25 hours a week, schedule will vary.

The position requires excellent communication skills, multi-tasking, ability to use various software systems and website management. [Job description is available upon request.](#)

Please submit a cover letter, resume and completed [application](#) by February 14, 2025 to Borough Clerk Denise Brouse, Borough of Merchantville 1 West Maple Ave, Merchantville NJ 08109

You may also email your information to [dbrouse@merchantvillenj.gov](mailto:dbrouse@merchantvillenj.gov)

Successful applicants must undergo a background check.

Borough of Merchantville is an Equal Opportunity Employer.