

**CAMDEN SPECIAL SERVICES DISTRICT  
CAMDEN, NJ**

**JOB DESCRIPTION  
ADMINISTRATIVE ASSISTANT**

**Block by Block is the cleaning contractor for the CSSD and is responsible for all hiring.  
Please do not contact the CSSD.**

**Job Description**

**\*\*Monday through Friday. Must be a resident of Camden, NJ\*\***

We're searching for someone with related administrative experience, excellent written and verbal communication skills, a motivated individual who enjoys working with others. If this sounds like you, we'd love to speak with you!

*Essential Duties and Responsibilities:*

- Manage coding invoices
- Assistance in data entry and spreadsheet maintenance for the balancing of billing and payroll reports
- Updating various reports and spreadsheets
- Maintain training manual with current processes
- Track employees' statuses & supplying monthly inactive reports
- SharePoint document updates
- Walking around taking photos of work areas
- Other HPS administrative duties as assigned
- Cleaning and sanitizing the office area
- Assisting Operations Manager in any other job duties needed.

*Knowledge and Skill Requirements:*

- Preferred but not required: Associate Degree in related field such as Business Administration
- A minimum of (3) years' experience of administrative related functions
- Excellent written and verbal communication skills
- Proficient Excel skills
- Bookkeeping and Accounting experience a must
- Analytical & multitasking capabilities
- Flexibility to duties and responsibilities
- Ability to exercise sound judgment and make decisions in relation to essential job functions
- Ability to interact professionally with all levels
- Ability to build and maintain positive relationships
- Self-starter with excellent dependability and integrity

*Physical Demands and Work Environment:*

- Dexterity of hands and fingers to operate a computer keyboard, mouse, hand and power tools, and to handle other computer components.
- While performing the duties of this job, the employee is frequently required to stand and walk.
- The noise level in the work environment is usually moderate.

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*Experience:*

- Accounting and bookkeeping: 1 year (Required)
- Data Entry: 2 years (Required)
- MS Word, Outlook, EXCEL: 2 years (Required)

*Ergonomic Workspace:*

- Yes

*Administrative Duties:*

- Reception and phone
- Data entry and spreadsheet maintenance

*Technical Duties:*

- Setting up smart phones and shipping to the field

*This Job is Ideal for Someone Who Is:*

- Dependable -- more reliable than spontaneous

- Adaptable/flexible -- enjoys doing work that requires frequent shifts in direction
- Detail-oriented -- would rather focus on the details of work than the bigger picture

**Job Type:** Full Time

**Pay:** \$26.60 per hour

**Benefits:**

- |                               |                     |                    |
|-------------------------------|---------------------|--------------------|
| • 401(k)                      | • Employee discount | • Referral program |
| • Dental insurance            | • Health insurance  | • Vision insurance |
| • Employee assistance program | • Life insurance    |                    |
|                               | • Paid time off     |                    |

**Schedule:**

- |                |                        |
|----------------|------------------------|
| • 8 hour shift | • Monday to Friday     |
| • Day shift    | • Weekend availability |

**Ability to commute/relocate:**

- Camden, NJ 08102: Reliably commute or planning to relocate before starting work (Required)

**Experience:**

- Administrative: 1 year (Preferred)

**Work Location:** On Location

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If you are interested in applying, visit Indeed.com and type (What) "Administrative Assistant" and (Where) Camden, NJ

Or visit this [link to be brought directly to hiring page](#).