



**Township of Bedminster
Office of the Administrator
(908) 212-7000, Ext. 404
(908) 212-7001 Fax**

To: All Employees
From: Robin Ray, Administrator/Clerk
Subject: Ad for P/T Assistant Technical Assistant (TA) to the Construction Official
Date: October 8, 2021

P/T Assistant Technical Assistant (TA) to the Construction Official

The successful candidate will possess strong organizational, interpersonal and communication skills with experience working in a construction environment. A positive attitude and excellent computer skills with a proficiency in Microsoft Office are required. Experience with Mitchell Humphrey & Edmunds software is a plus. TA certification is preferred or must be obtained within the first year. Office hours are flexible up to 20 hours per week between 7:00 am – 4:00 pm. Applications are available at Bedminster Town Hall or online at [DisplayFile.aspx \(civiclive.com\)](#). Please submit application, cover letter and resume to HumanResources@bedminster.us by October 22, 2021. Bedminster Township is an equal opportunity employer.