

Metuchen Fire Department Office Manager / Administrative Assistant Role

Description:

The Office Manager will organize and coordinate office administration and procedures, in order to ensure organizational effectiveness and efficiency. The role will work with both Fire Prevention and Fire Department,

The successful office manager is an energetic professional who doesn't mind wearing multiple hats. Experienced in handling a wide range of administrative duties and executive support-related tasks and able to work independently with little or no supervision. Well organized, flexible, and enjoys the administrative challenges of supporting departments of diverse people.

Responsibilities:

- Front-line representative to the public for all inquiries for supported departments
- Oversee records management for multiple departments
- Assist with annual budgeting cycles
- Define and regularly create detailed reporting metrics
- Active engagement with process improvement initiatives
- Manage notification create, logging, and mailing process
- Provide other administrative support as necessary, including scheduling group meetings, maintaining calendars, and doing research

Required:

- 5 years of an office manager or related experience
- Familiar with government billing
- Knowledge of Emergency Reporting system
- Experience with Fire Reporting through NEMS
- Knowledge of Fire Prevention software and reporting
- Proficient with both Google Drive and Microsoft Office programs
- Must have exceptional attention to detail
- Strong organizational and time management skills, and ability to prioritize
- Must be a self-starter and driven
- Excellent communication and interpersonal skills

Preferred:

- Experience with Fire Department Administration
- Knowledge of government purchase orders

Please send all resumes to the attention of George Wallace at gwallace@metuchen.com