



August 20, 2021

**HEALTH DEPARTMENT  
POSITION AVAILABLE**

Office Manager

A detail oriented person required to manage the office of a local public health agency. Good organizational skills required. May be required to function in more than one role/job title.

Responsibilities include, but are not limited to: accounts payable and receivable, act as department purchasing agent, staff attendance and payroll record-keeping, assist the Director with budget preparation and monitoring, review contracts and proposals. Email resume to

Confidential Executive Secretary: [healthadmin@englewoodnjhealth.org](mailto:healthadmin@englewoodnjhealth.org)