

**Administrative Assistant To The Mayor
Borough of North Arlington**

The Borough of North Arlington is seeking an energetic individual to serve as an Administrative Assistant to the Mayor. This individual must possess excellent communication skills, social media and computer skills, knowledge of office procedures, and the ability to maintain the mayor's schedule, appointments, outreach to other government officials and to the public. North Arlington residents preferred.

Please submit job applications (available at www.northarlington.org) to Steve Lolacono, Borough Administrator by email only (administrator@northarlington.org)