



Richard E. Constable, III
Chairman

Anthony L. Marchetta
Executive Director

NOTICE OF VACANCY

THE EXECUTIVE DIRECTOR OF THE NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY INVITES APPLICATIONS FROM QUALIFIED CANDIDATES FOR THE FOLLOWING:

JOB TITLE: General Services Supervisor **ISSUE DATE:** 4/17/2013

RANGE: (11)

DIVISION: Operations

FL STATUS: Exempt Non-Exempt

UNION STATUS: Professional Unit Administrative Unit Non-Union

EMPLOYMENT STATUS: Full Time Part Time Temporary

JOB DESCRIPTION:

Under supervision of the Deputy Director of Operations, supervise General Services staff; plan, organize and implement daily activities for the efficient operations of the Mail/Copy/ Stock Rooms; oversee duties related to central mail and courier services; prioritize and assign central duplicating and agenda production; oversee the maintenance of office equipment; order, administer and inventory control of office supplies; respond to on call security alarm as needed; provide assistance in other areas of Division as needed; and complete special assignments as required.

MINIMUM REQUIREMENTS

EDUCATION / EXPERIENCE:

Four (4) year college degree; five (5) years related experience, some of which in a supervisory capacity or any equivalent combination of education and experience that meets the required knowledge; skills and abilities.

SKILLS:

Supervise the work performance of others, general office procedures, excel spreadsheets, ability to communicate effectively, orally, in writing and to listen actively, input data in computer, operate and maintain records, reports and files, ability to operate and maintain/troubleshoot office machines, knowledge of security alarm systems and ability to organize, implement and accomplish multiple assignments simultaneously, oversee the daily pickup and delivery of mail from/to U.S.P.S and other state agencies. Sorting and distribution internally. Maintain accurate online records with outside mailing/shipping vendors. Ability to maintain a positive work atmosphere in an appropriate manner of behavior which ensures cooperation and effective communication with customers, clients, peers and management.

BENEFITS

HMFA provides a comprehensive benefit program which includes the following: health, dental and prescription drug plans; vision care; deferred compensation plans; Public Employees' Retirement System (PERS); personal, sick and vacation days; tuition reimbursement and paid holidays. Residency in the State of New Jersey is required of all employees with an agency of the State in accordance with the New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70).

IF YOU ARE INTERESTED IN THE POSITION, PLEASE SUBMIT, FAX OR MAIL YOUR RESUME ALONG WITH A COVER LETTER TO HUMAN RESOURCES: P.O. BOX 18550, TRENTON, N.J. 08650-2085; FAX (609) 278-8858 E-MAIL: hrjobs@njhmfa.state.nj.us
THE NJHMFA IS AN EQUAL OPPORTUNITY EMPLOYER IN COMPLIANCE WITH ALL FEDERAL, STATE AND LOCAL REGULATIONS.