

NEW JERSEY ASSOCIATION OF COUNTIES

County Government with a Unified Voice!

SHANEL Y. ROBINSON
NJAC President
Somerset County Commissioner

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Executive Director

NJAC Job Announcement

Application Due January 30, 2026

JOB TITLE: Office Manager

LOCATION: Trenton, New Jersey

HOURS: Full-time, Monday through Thursday, 9:00 AM to 4:30 PM with the option to remotely work on most Fridays.

ABOUT OUR ORGANIZATION: The New Jersey Association of Counties (NJAC) is committed to advocating for legislation, regulations, and policy directives that empower county governments to operate more effectively and efficiently. As a nonpartisan organization that serves as a strong advocate and trusted resource for all twenty-one counties in the State with a unified and proactive voice, NJAC is committed to advancing innovative programs and initiatives that enhance the level of service provided and save valuable taxpayer dollars.

JOB DESCRIPTION: We're seeking an enthusiastic and highly organized Officer Manager with a positive attitude, strong work ethic, and willingness to go the extra mile. In this role, you'll serve as the foundation of our operations, ensuring that the office runs effectively and efficiently. From fostering a positive office environment to coordinating essential administrative functions, you'll play a vital role in shaping the Association's success.

JOB RESPONSIBILITIES:

- Oversee daily office operations that include scheduling, office supply management, billings, invoices, and correspondence.
- Provide administrative assistance to leadership and staff to ensure everyone has what they need to excel.
- Identify inefficiencies and implement solutions to streamline office workflows and procedures.
- Act as a central point for internal communications to ensure staff alignment and effective collaboration.
- Work with our bookkeeper and auditor to monitor and report on office expenses, supply inventory, and administrative budgets.
- Assist with all conferences, events, meetings, and other functions as necessary.

SKILLS AND QUALIFICATIONS:

- Experience as an office manager or in a comparable administrative leadership role with a track record of success in maintaining efficient operations.
- Ability to manage multiple responsibilities and prioritize tasks in a fast-paced environment.
- Excellent verbal and written communication skills to foster collaboration, resolve conflicts, and build team morale.
- Knowledge of Excel, Quick Book, Zoom, and other project management platforms.
- Experience managing office budgets, overseeing expense reporting, and negotiating vendor contracts to ensure cost-effective operations.
- Experience in planning and managing conferences, events, meetings, and other functions.
- Familiarity with the hiring processes, employee onboarding, and maintaining personnel records.

SALARY: \$50,000 – \$55,000 annually based on experience and qualifications, with potential for performance bonuses.

COMPANY BENEFITS:

- Competitive salary with potential performance incentives.
- Comprehensive health benefits, including medical, dental, and vision coverage.
- Pension benefits through the Public Employees Retirement System (PERS)
- Professional development opportunities, including leadership training and certifications.
- Generous PTO, including vacation, sick days, and personal leave.

APPLICATION INFORMATION: Are you ready to bring your organizational skills and leadership qualities to an Association that values your contributions. Apply today to join our outstanding team by submitting your resume and cover letter by January 30, 2026 to njac@njac.org.