

## **TOWN OF NORTH HEMPSTEAD - Department of Information Technology & Telecommunications**

### **Part Time IT Administrative Assistant**

The Town of North Hempstead represents approximately 225,000 residents headed by the Supervisor, along with six council members who represent districts ranging from Port Washington to Westbury. The Department of Information Technology and Telecommunications is responsible for all technology throughout the Town Facilities.

### **Job Summary**

This is a part time position in the Town of North Hempstead's Department of Information Technology and Telecommunications based in Manhasset, NY

As an IT administrative assistant, you will assist with the following tasks:

- procurement of all IT hardware, software and services.
- Processing of Information Technology and Telecommunications related invoices
- Maintain updated records of invoices and contracts
- Follow up with vendors, as needed, to confirm or change orders, billing questions and any concerns
- Maintain timesheets for the department
- Open all mail and process/distribute accordingly
- Miscellaneous tasks as assigned by the Commissioner

### **Preferred experience**

- Strong communication and organizational skills
- Working knowledge of Microsoft software including Word, Excel and Outlook
- Prior experience in purchasing is a plus

If interested please email a resume, cover letter to the Commissioner of Human Resources Robert Weitzner at [careers@northhempsteadny.gov](mailto:careers@northhempsteadny.gov)