



# ***SOUTH JERSEY TRANSPORTATION AUTHORITY***

**FARLEY SERVICE PLAZA • P.O. BOX 351  
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**Philip D. Murphy**  
Governor

**Tahesha L. Way**  
Lt. Governor

**Francis K. O'Connor**  
Chair

**Stephen F. Dougherty**  
Executive Director

## **JOB POSTING**

**Position:** Part Time Receptionist

**Location:** Airport

**Salary:** \$20.00

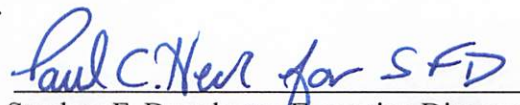
**Closing Date:** August 13, 2025

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All requests for the above position are to be sent in writing to Tina Harvey, Human Resource Manager no later than the Closing Date listed above.

Please refer to the attached for job description.

Approved:

  
Stephen F. Dougherty, Executive Director

  
Tina Harvey, Human Resource Manager

**Dates Posted: August 7, 2025, through August 13, 2025**

Locations Posted: East, West and Central Maintenance, Egg Harbor & Pleasantville Tolls, Mays Landing, E-ZPass Customer Service Center, State Police, State Police Garage, Administration Building, Atlantic City Welcome Center, Airport, Airport Firehouse, Engineering, Snow Equipment Bldg., ESP, Transportation Services and SJTPO

The Authority is an equal opportunity employer. The policy of the Authority is that all employees will be treated equally without regard to race, creed, color, religion, national origin, ancestry, age, sex, marital status, domestic partner status, familial status, domestic partnership status, affectional or sexual orientation, atypical hereditary cellular or blood trait, genetic information, veteran status, disability or handicap or for any other reason prohibited by law. Such employment action includes, but is not limited to the following: employment, promotion, demotion, transfers, layoffs and termination, recruitment and selection for training and all Authority sponsored social and recreational programs.

**SOUTH JERSEY TRANSPORTATION AUTHORITY**  
**POSITION DESCRIPTION**

**POSITION:** PT Receptionist **DEPARTMENT:** Airport

**NAME:** \_\_\_\_\_ **DATE:** January 1, 2025

**REPORTS TO:** Finance Manager **SALARY RANGE:** \_\_\_\_\_

**Job Summary:**

**Job Responsibilities:**

- Greets and directs all visitors, vendors, clients, job candidates and customers. Handles incoming calls and performs general administrative duties. Ensures completion of paperwork (i.e., job applications, SIDA paperwork), sign-in and security procedures.
- Receives, opens, records, and sorts incoming and inter-company mail for distribution; Collects and prepares outgoing letters, packages (Fed Ex & UPS) and express mail.
- Manages the Airports lobby area.
- Receives and directs telephone and public inquiries to appropriate manager/client/tenant.
- Maintains Conference Room schedule and arranges for food and beverage if necessary. Completes a monthly Terminal Conference Room log and emails to the Accounts Receivable Clerk for billing purposes.
- Issues and manages Employee Parking Pass program. Completes a quarterly Employee Parking Pass spreadsheet and emails to the Accounts Receivable Clerk for billing purposes.
- Issues and maintains the Taxicab Permits/Contract files and schedule of notifications.
- Assists staff in routine office procedures (copy machine jobs, faxes, printers, etc.). Orders copy paper for SJTA personnel.
- Maintains Accident/Incident reporting filed for Airport Operations and NJSP, emails to Airport Director(s) and Managers.
- Completes Fixed Asset Tagging; receives notification form, tag and purchase order for items over \$500.00 from the Accounts Payable Clerk. Tags item and completes notification form to be sent to the internal auditor at Farley Service Plaza.
- Issues Tenant Advisories from Deputy Airport Director/Airport Director.
- Coordinates Fingerprinting and Badging appointments with Operations. Maintain financial records of fingerprinting funds and signatory files. Emails company spreadsheets to the Accounts Receivable Clerk monthly for billing purposes. Assists Operations with quarterly audits of signatory files. Accepts returned SIDA Badges and issues receipts.
- When required, mails out all PFC Applications via Certified Mail.
- Creates files for Insurance Cases and corresponds with the Insurance Company.

- Maintains holiday notification and contact list for all company holidays and create notices to display on office doors.
- Updates ACY Telephone Listing as needed and forwards to Airport personnel.
- Records minutes and prepares agendas for various meetings, when required.
- Complete and email Snow Reports during weather events.
- Order all supplies, submit meter readings (when requested) and put in tickets for service for all airport copy machines monthly.
- Complete daily credit card transactions, close the batch at the end of business and email report to Revenue Audit.
- Complete inventory of office supplies and coordinates an order for the Accounts Payable Clerk, when necessary.
- Restock kitchen items, i.e. cutlery, plates, cups, etc.
- Unlock/Lock-up ACY Administration offices at the open/close of the business day.
- Responds to online customer inquiries.
- Perform other assignments and tasks as required and directed by the Finance Manager and/or Airport Director(s).

#### **Knowledge and Abilities:**

- Type and knowledge of office machines such as copiers and facsimile machines
- Understanding of the inter-relationship of the work to that of other departments
- Capable of fulfilling all responsibilities without direct supervision
- Must have ability to accomplish work in the face of operational pressures
- Must have excellent verbal communications skills and demonstrated good customer service.
- Must have ability to accomplish work in the face of short deadlines and operational pressures

#### **Supervisory Responsibilities:**

- None

#### **Physical Requirements:**

- Ability to work indoors at a desk for extended periods of time
- Ability to work outdoors traveling to other job sites as needed
- Ability to lift and carry 10-20 pounds as needed.
- Listen, talk, interact, and effectively communicate with other employees, supervisors and outside contacts
- Standing and/or sitting for extended periods of time
- Use of phone and/or computer for extended periods of time
- Bending, reaching and twisting in the performance of daily job functions
- Seeing, reading, writing, utilizing a computer keyboard, mouse and other computer implements
- Ability to work a set schedule consistent with job and/or business needs

- Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

**Qualifications:**

- Ability to operate computer; must be proficient in Microsoft Word and Excel

**Education:**

- Graduation from 4-year high school or equivalent

**Experience:**

- Minimum two (2) years' experience in receptionist/office work

**Disclaimer:** This job description is not intended, nor should it be construed to be an exhaustive list of all responsibilities, duties, skills, or working conditions associated with a particular job. It is intended to be only a general description of the principal requirements common to a position of this type.