



## PERTH AMBOY BUSINESS IMPROVEMENT CORPORATION, INC.

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### EMPLOYMENT OPPORTUNITY

**TITLE:** Business Support Liaison

**SALARY:** \$38,500-\$50,000

**DEADLINE:** FEBRUARY 21, 2025

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The Perth Amboy Business Improvement Corporation, Inc. (PABIC) is looking for an individual to fill a full-time position of a clerk who will work to provide administrative support, perform clerical duties, assist with programmatic/event coordination, canvassing, marketing of services offered to local business owners and potential business owners.

**Job Description:** Under direction, performs varied, including but not limited to, complex clerical work involving the processing of documents in a variety of functions, data entry, answering telephone inquiries from public and walk-in inquiries. The position will also assist PABIC through the following objectives:

- Increase awareness of PABIC benefits available to the business community
- Assist in outreach to business owners and respond to constituent concerns
- Canvassing, assist in designing advertisements
- Assist coordination of events, workshops and seminars
- Assist in overall program development

**Requirements:** Must be proficient in Microsoft Office applications and have excellent customer service and superb written and oral communication skills, social media competency. Bilingual Spanish is preferred. Applicants must adhere to a flexible work schedule that may include occasional weekends and evenings for events/meetings.

Please email a letter of interest and resume to the ATTENTION of PABIC BOARD OF DIRECTORS at: [businessoffice@pa-bic.org](mailto:businessoffice@pa-bic.org).