

Job Title: Administrative Assistant

Salary/Compensation: \$21.39-\$26.66/hr

Location of position (City/town): Town of Harwich

Employer: Town of Harwich

Description of employer: Municipal Government Agency

Work schedule: Full time, 35 hours per week

General Job description: Position provides highly responsible clerical services to Community Development with an emphasis on Conservation and Health. Greets visitors; handles all foot traffic for Community Development, answers/routes calls, performs extensive research; and maintains paper and electronic filing systems. Requires ability and skill to deal tactfully and effectively with the public, be flexible and work well under pressure in a fast paced environment. Requires attendance at meetings and preparation of minutes, as assigned. Possesses good computer, written and oral skills.

Qualifications: Candidate must have a H.S. diploma or equivalent and 3-5 years experience in an office setting dealing with the public or equivalent and relevant combination of education and experience. Knowledge of town government desirable.

Deadline to apply: To apply submit a town employment application, cover letter and resume to Charleen Greenhalgh, Assistant Town Administrator, 732 Main St., Harwich MA 02645 by March 3, 2017 at 12:00 noon.

For More Information: Application and job description are available online at www.harwich-ma.gov