

#16-18

TOWN OF MEDWAY

JOB POSTING

ADMINISTRATIVE ASSISTANT BUILDING/HEALTH DEPARTMENTS

The Town of Medway seeks qualified candidates for the position of Administrative Assistant to the Building and Health Department. This position works under the direction of the Building Commissioner and the Health Director.

Responsibilities: provide phone coverage to the Building Department and the Health Department; processes fees; AR/AP functions; updates web pages; manages permit activities. Responds to inquiries and provides information and assistance to the public.

Education and Experience: High School diploma or GED, Associates Degree preferred; knowledge of office administration, financial recordkeeping, and automated office systems including Word and Excel spreadsheets, MUNIS a plus; and two years of related office experience.

Date of Posting: June 27, 2018

Salary: Step 7, \$21.46/hr - \$28.22/hr

Closing Date: July 10, 2018

Please send cover letter and resume to: kbird@townofmedway.org or Human Resource Coordinator, Town Hall, 155 Village Street, Medway MA 02053

To be posted at: Town Hall, Fire Station I and II, Library, Highway, Police Station

The Town of Medway is an AA/EEO Employer