

#19-23

JOB POSTING

TOWN OF MEDWAY

ADMINISTRATIVE ASSISTANT

COMMUNITY & ECONOMIC DEVELOPMENT

The Town of Medway seeks to fill the full-time position of Administrative Assistant for the Community & Economic Development Department.

Responsibilities include: Skilled administrative and record keeping work, professional and administrative staff support to the Department which include Conservation and Planning, and also provide the direct administrative and technical support to the Zoning Board of Appeals. The position requires attendance and taking minutes at 1 to 2 evening meetings per month.

Minimum Qualifications: Duties require knowledge of office administration, administrative practices, financial recordkeeping, and automated office systems and procedures equivalent to four years of college and 3-5 years of experience. Bachelor's degree in Urban/Regional Planning or related field is preferred; or any equivalent combination of education and experience. Must have strong attention to detail.

Please send resume with a Cover Letter to the Human Resource Coordinator, jsinclair@townofmedway.org or Medway Town Hall, 155 Village Street, Medway, MA 02053

Date of Posting: October 6, 2023

Hourly Rate: \$23.69-\$31.16/ hour

Closing Date: October 15, 2023

TO BE POSTED AT: Town Hall, Fire Station I and II, Library, Highway, Police Station