Job Adv: Administrative Assistant –Selectmen/Town Administrator's Office

The Town of Scituate is seeking qualified candidates for the position of Administrative Assistant for Selectmen/Town Administator's Office. Performs a wide variety of complex secretarial assignments including initiating and typing correspondence and reports, maintaining an office filing system, ordering supplies, handling accounts payable, reservations agent/function coordinator in several Town owned buildings, licensing support, servicing the public and preparing forms and other documents.

Please send resume and town application, as well as three references to Human Resources Director, Scituate Town Hall, 600 Chief Justice Cushing Highway, Scituate, MA 02066. Position open until filled. Salary DOQ.