

Administrative Assistant Vacancy

The Town of Waterboro is accepting applications for a 40 hour per week Administrative Assistant to the Board of Selectmen and Town Administrator.

The ideal candidate will be proficient in the use of Microsoft Office suite and TRIO, have the ability to learn new software applications and have at least 2 years municipal experience. Work is performed in accordance with the charter, ordinances and state law, and requires superior customer service skills and ability to work proactively with the public and our staff team. A copy of the job description is available on the Waterboro website. Our pay range is \$17 - \$23 per hour DOE. We offer health, dental and life insurance for the employee, plus vacation and sick leave. We also offer the choice of Maine PERS or a 457 retirement plan with a town match for either choice. Resume and cover letter with three professional references can be sent to: Job Search, Attn: Town Administrator, Town of Waterboro, 24 Townhouse Road, E. Waterboro, ME 04030. Email submissions to administrator@waterboro-me.gov are encouraged with resume and cover letter as separate MS Word attachments, but hard copy applications are also accepted.

Applications will be accepted until the position is filled. Interviews could begin as early as mid-March. We would prefer this new hire to start work with us by April 20 or soon thereafter for some transition time with our retiring employee. The Town of Waterboro is an Equal Opportunity Employer. For more information, contact Town Administrator Gary Lamb at 247-6166, ext. 100.