

TOWN OF CHARLTON

Job Opportunity

Administrative Assistant for the Water & Sewer Commission

The Town of Charlton seeks applications from qualified candidates for the position of Administrative Assistant for the Water & Sewer Commission. The Administrative Assistant will report directly to the Water & Sewer Administrator. Duties include maintaining database, assisting with permit applications, issuing permits and processing information for contractors and property owners. Acts as the Public Records Custodian for the Water & Sewer Department. Qualified candidates will have strong communication skills and ability to multi-task relative to all departmental procedures. Minimum qualifications include: High School diploma, Associate's degree desirable and computer literacy, and Vadar Systems payroll and billing experience preferred. The position includes an excellent benefit package and an hourly wage of \$19.00 per hour at 37.5 hours per week. Interested applicants should send a cover letter and resume to Town Administrator Robin L. Craver, Town of Charlton, 37 Main Street, Charlton, MA 01507. Please include an employment application which can be found at www.townofcharlton.net.

EOE

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