



## TOWN OF NORTHBOROUGH

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# EMPLOYMENT OPPORTUNITY

## **Town of Northborough Administrative Assistant – Recreation Department**

The Town of Northborough seeks qualified applicants for the full-time position of Administrative Assistant in the Recreation Department. Responsibilities include but are not limited to screening incoming mail, calls and visitors to the Department. Work closely with Recreation Director to prepare various correspondence, reports, spreadsheets, and prepare payroll. Manage online and in-person registration and payments for various Recreation Programs. Assist in the development of marketing materials for programs. Requires Associate's degree in office administration and/or bookkeeping and 3-5 years of job-related experience; or any equivalent combination. Preference for candidates with experience in Recreation and/or enthusiasm for Recreation Programming. Must possess valid Class D Motor Vehicle License. Ideal candidate will have effective customer service and communication skills to address employees, vendors, and parents. Salary range: \$23.40 to \$30.42 per hour. Submit letter of interest and resume to: The Office of the Town Administrator, 63 Main Street, Northborough, MA 01532 or via email to [townadmin@town.northborough.ma.us](mailto:townadmin@town.northborough.ma.us). Position will remain open until filled. First review of applications to occur the week of September 20<sup>th</sup>. AA/EOE