

Administrative Assistant Vacancy

The Town of Waterboro is accepting applications for a 32 hour per week (Tuesday through Friday) Administrative Assistant to the Board of Selectmen and Town Administrator.

The ideal candidate will be proficient in the use of Microsoft Office suite, TRIO, and MOSES, 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 listed below and on the Waterboro website. Our pay range is \$17 - \$22 per hour DOE and we offer up to \$9,000 towards health and dental insurance. 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 should be sent to: Job Search, Attn: Town Administrator, Town of Waterboro, 24 Townhouse Road, E. Waterboro, ME 04030. Email submissions with resume and cover letter as separate MS Word attachments are encouraged, but hard copy applications are also accepted.

Applications will be accepted until the position is filled. Interviews could begin as early as May 23. The Town of Waterboro is an Equal Opportunity Employer. For more information, contact Town Administrator Gary Lamb at 247-6166 ext. 100 or via e-mail at administrator@waterboro-me.gov.