

Town of Petersham, Massachusetts
Job Posting

Administrative Assistant to the Petersham Board of Health

Job Description

Summary: Responsible for accurate and timely clerical work and administrative support duties for the Petersham Board of Health.

Maintains all records and files. Prepares agendas and minutes, records and files all official records for Board of Health. Manages the Health Department's permitting and licensing system. Maintains financial records such as payroll, bills for payment, assisting in budget preparation, etc. Must work independently and have good interpersonal skills. Needs to be able to work with the public.

Requirements: High school diploma or equivalent; plus one (1) year related work experience in an office environment or any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job. Proficient with Microsoft Office, Website, and internet based platforms. Excellent oral and written communication skills. Strong organizational skills and attention to detail.

Starting hourly rate \$15.50 for 5 hours a week working up to 10 hours a week.

Please send your resume to:

> **Via e-mail to:**

petershamboh@verizon.net

Please note 'Reply to Job Posting' or similar in the subject line

> **Via hand delivery:**

Drop in the exterior black deposit box

at Town Office Building 1 South Main Street

Please note 'Attn: Board of Health 'on the envelope

> **Via U.S. Mail to:**

Petersham Board of Health, P.O. Box 486,, Petersham MA 01366

Posted: July 13, 2023



Board of Health • Town of Petersham, Massachusetts

1 South Main Street, PO Box 486, Petersham MA 01366

www.townofpetersham.org