

The Town of Sturbridge is seeking applicants for the Full-time position of Center Office Building Pool Receptionist and Administrative Assistant. This position provides administrative support for an extremely fast-paced office in Sturbridge Center Office Building. The position provides administrative & clerical support for all departments in the Center Office Building. Ideal candidates will be able to multi-task, provide exceptional constituent service, and have good organizational skills. The Town of Sturbridge offers an excellent benefits package with a salary for the position starting at \$22.22/hour.

For a full description and employment application, go to the vacancies link at [www.sturbridge.gov](http://www.sturbridge.gov).

Submit resumes and completed employment application to: The Town Administrator's office, at [mgarman@sturbridge.gov](mailto:mgarman@sturbridge.gov).

The Town of Sturbridge is an EOE