

Town of Sturbridge

Administrative Assistant to the Health Department

The Town of Sturbridge Board of Health has an immediate opening for a 25 hour a week Administrative Assistant in the Health Department/Board of Health. This position provides administrative support to the Health Department in a fast-paced and constantly changing environment. The ideal candidate is a flexible self-starter with exceptional organization and customer service skills. The Administrative Assistant is required to attend night meetings, take and prepare minutes, interact with the public and work with other Town departments. Must have the ability to take initiative when necessary and constantly multi-task. Experience performing clerical duties and ability to use Microsoft Word and Excel required. Prior municipal experience preferred, but not required.

To apply, please submit the Sturbridge employment application, resume and cover letter to Kenneth Lacey, Jr at klacey@sturbridge.gov , or Health Department 301 Main Street, Sturbridge, MA 01566. Salary range is \$19.11 - \$19.88 per hour dependent on qualifications. Priority consideration given to applications received by October 15, 2020.