



Job Advertisement

ADMINISTRATIVE ASSISTANT I TOWN MANAGER'S OFFICE

The Town of Bedford is searching for a full-time (35 hrs/wk) Administrative Assistant I to perform senior level administrative, secretarial and clerical duties in the Town Manager's office. Duties include, but are not limited to: providing information to the public, preparing correspondence, billing, payroll, scheduling, maintenance of records, publishing documents, receiving & sorting mail, reception, and customer service. This position is also responsible for taking minutes at 1 or 2 night meetings per month in exchange for time off during the regular work week.

Successful candidate will possess exceptional attention to detail, excellent communication skills, ability to work with confidential information, and experience with personal computers including Microsoft Word, Excel and Publisher or other similar office automation software programs. Must also be a team player, highly organized, self-motivated, and proficient with shorthand or other method of taking dictation.

Previous education and/or experience in a municipal setting preferred. Associate's Degree or Bachelor's Degree also preferred. Combination of experience and education may be substituted.

The hours for this position are Monday through Friday, 8:00 a.m. to 4:00 p.m. Salary for this position is a minimum \$19.89 per hour but dependent upon experience. The Town of Bedford offers a comprehensive and generous benefits package.

The deadline for applications is Friday, March 7, 2014.

Application for employment may be downloaded at: www.bedfordma.gov The Town of Bedford Job Application is required to be completed in full by all applicants regardless of whether a resume is submitted.

Please send completed applications, resume and letter of interest to:

Sarah Buhler
Human Resources/Management Analyst
Town of Bedford
10 Mudge Way
Bedford, MA 01730
or fax to (781) 275-6310

**The Town of Bedford is an Affirmative Action/Equal Employment
Opportunity Employer**