



Job Advertisement

ADMINISTRATIVE ASSISTANT I Recreation Department

The Town of Bedford (pop. 13,995) is searching for a full-time (35 hrs/wk) Administrative Assistant to perform administrative, secretarial and clerical duties for the Recreation Department. This position reports directly to the Recreation Director. Duties include, but are not limited to: providing excellent customer service, extensive data entry, communication with program participants/parents regarding activity logistics, use of recreation management software to process activity registrations, generate reports, process payments and maintain customer database.

Successful candidate will possess exceptional attention to detail, excellent communication skills, ability to work with confidential information, and demonstrated ability to use personal computers and software including Microsoft Word, Excel and Outlook. Must also have familiarity with or ability to learn website and recreation management software. Candidate must be a team player, highly organized and self-motivated.

Previous education and/or experience in a busy office setting preferred. Associate's Degree or Bachelor's Degree also preferred. Combination of experience and education may be substituted. Offer contingent upon successful credit check and CORI.

The hours for this position are Monday through Friday, 8:00 a.m. to 4:00 p.m. Starting salary for this position is \$20.75 per hour. The Town of Bedford offers a comprehensive benefits package.

The deadline for applications is Monday, February 15, 2016.

Application for employment may be downloaded at:
www.bedfordma.gov/employment. 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 SBuhler@bedfordma.gov
or fax to (781) 275-6310

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