

#12-25

JOB POSTING

TOWN OF MEDWAY

ADMINISTRATIVE ASSISTANT

COMMUNITY & ECONOMIC DEVELOPMENT

The Town of Medway seeks qualified applicants for the full-time position of Administrative Assistant for the Community & Economic Development Department.

Responsibilities:

Skilled administrative and record-keeping work, professional and administrative staff support to the Department which includes Conservation and Planning and provides direct administrative and technical support to the Zoning Board of Appeals. The position requires attendance and minute-taking at 1 to 2 evening meetings per month.

Minimum Qualifications:

Duties require knowledge of office administration, administrative practices, financial recordkeeping, automated office systems and procedures, and related office experience of 3-5 years. High school diploma required, bachelor's degree in urban/regional planning or related field is preferred. An equivalent combination of education and experience which provides the knowledge, skills, and abilities to perform the essential functions of the job may be considered. Must have strong attention to detail.

Please send a resume, cover letter, and Employment Application to the Human Resource Manager, Cheryl Houle at choule@townofmedway.org or Medway Town Hall, 155 Village Street, Medway, MA 02053. The Application can be found here. <https://archive.townofmedway.org/human-resources/files/employment-application-2>

For more details about the position, please visit the Town's website. <https://archive.townofmedway.org/human-resources/pages/job-opportunities>

Date of Posting: February 11, 2025

Position Grade & Salary Range: Grade 7 Step 1 \$25.01 – **Step 3** \$28.95

Closing Date: February 10, 2025