



JOB POSTING

ADMINISTRATIVE ASSISTANT – VETERANS' SERVICES

The Town of Westwood seeks qualified candidates for a part-time position to provide administrative and record keeping support in the Office of Veterans' Services. This position requires the ability to communicate clearly and patiently with the general public in a courteous, sensitive, and tactful manner, and a demonstrated ability to handle confidential information.

The responsibilities of this position include, but are not limited to, the following:

- Meeting with veterans seeking assistance
- Assisting veterans with applications for various benefits and services (e.g. Medicare, prescription drug plans, fuel assistance, etc.)
- Submitting paperwork and supporting documentation to appropriate local and federal agencies
- Researching veterans' programs
- Inputting information into MA Dept. of Veterans' Services proprietary data system
- Assisting in the planning and implementation of Memorial Day and Veterans' Day events

Qualifications: Associates degree in Business Administration or Secretarial Science is desirable. At least three years of related experience is required. Ability to communicate effectively in oral and written form and to establish strong working relationships with town officials, governmental representatives, community groups, and the general public. Veteran status strongly preferred.

Salary and Benefits: This is a part-time, benefit eligible, union position. The work week will be 20 hours, with the opportunity for additional hours depending on assigned duties. Starting hourly rate is \$24.27.

To Apply: Send cover letter and resume to hr@townhall.westwood.ma.us by August 16, 2017

Posted: July 26, 2017

Equal Opportunity Employer