



## TEMPORARY ADMINISTRATIVE SUPPORT

### SELECT BOARD OFFICE

The Town of Westwood seeks a qualified assistant who will thrive in a busy office while providing administrative and customer service support in the Select Board Office. This is a temporary position offering flexible hours, part-time or full-time, to fill an immediate need with the potential to become permanent.

***Duties may include the following:***

- Provides administrative and recordkeeping support to the staff within the Select Board Office, including the Assistant to the Town Administrator and Town Administrator.
- Compiles the Annual Town Report; oversees submission of department reports and assembles information for publication; supplements text with graphic elements and photos, as appropriate.
- Fields inquiries (telephone calls and emails) from residents and other town departments, responding courteously and professionally; refers calls to appropriate departments as needed.
- Retrieves questions from the public posted on the Town's web site and forwards to appropriate department.
- May assist in the production of materials for Select Board meetings.
- Prepares and distributes new resident information packages regarding Town services.
- Provides back-up to the Assistant to the Town Administrator.

***Qualifications and experience:*** High school education; Associate's or Bachelor's degree preferred. A minimum of three years of office experience, preferably in a municipal setting or any equivalent combination of education and experience. Proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint) and/or Google docs required. Strong customer service skills a must. Graphics background helpful.

***Salary:*** \$22.00 per hour; 20-40 hours per week, flexibility accepted; non-benefit-eligible as a temporary position.

***To Apply:*** Please send resume and cover letter to [hr@townhall.westwood.ma.us](mailto:hr@townhall.westwood.ma.us). Applications will be reviewed as they are received.

**POSTED: MARCH 4, 2022**

*Equal Opportunity Employer*