

Administrative Assistant

The Town of Millville is seeking qualified and experienced applicants (up to 30 hours per week) capable of wearing multiple but essential hats at Town Hall.

Under the direction of and providing support to the Town Administrator and/or various department heads as needed, the work will be varied, from assistance with permitting, procurement, licensing, special projects and research, meeting materials preparation, and assorted administrative, accounting, and clerical office support.

The successful candidate is expected to interact with the public; work independently and proactively; have strong communication, organizational, and interpersonal skills; proficiency in word processing and spreadsheets; have ability to manage and juggle multiple time and task demands; and be a team player with initiative who is eager to take on new tasks, learn new skills, and help out where needed. Municipal experience preferred but not required.

Employment applications may be found on the town web site www.millvillema.org. Please send cover letter, application, and resume including experience and education to: Town Administrator at townadmin@millvillema.org. Local applicants preferred. No calls please. We will only contact those of interest whose experience demonstrates potential suitability. Position will remain open until filled. Millville is an Equal Opportunity Employer.

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TOWN CLERK