

Town of Peru

Peru, Massachusetts 01235



Town of Peru Job Opportunity

Town Hall

Administrative Assistant

The Administrative Assistant reports to the Select Board and Town Administrator and is responsible for recording meeting minutes with variable hours.

Job Duties include:

- Attend Select Board Meetings
- Record minutes at Select Board Meetings
- Distribute minutes to Select Board for approval
- Make changes per direction of Select Board
- Perform other related duties as required

Requirements:

- Excellent organizational as well as verbal and written communication skills
- Ability to work effectively to meet time constraints and deadlines
- Proficient in word processing and spread sheet software
- Use of computer and operation of standard office equipment
- Ability to work independently with minimal supervision

Send Resume, Application and Cover letter to: Town Administrator, 3 East main Road, Suite 100, Peru, MA 01235 or call 413-655-8312 x 100, or email townadmin@townofperuma.com

The Town of Peru is an equal opportunity employer.

Posted August 20, 2024 Kim Leach , Town Clerk