



TOWN OF HANOVER
DEPARTMENT OF MUNICIPAL FINANCE
550 HANOVER STREET
HANOVER, MASSACHUSETTS 02339

781-826-5000

TO: Bulletin Boards at Town Hall, School Department, Library, DPW, Fire Department, Police Station and the Town's Website

DATE: June 2, 2017

**NOTICE OF PART-TIME
DEPARTMENT OF MUNICIPAL FINANCE
ADMINISTRATIVE ASSISTANT ADVISORY COMMITTEE**

The Town of Hanover, Department of Municipal Finance is seeking a Part-Time Administrative Assistant to the Advisory Committee. This position reports directly to the Finance Director and indirectly supports a volunteer Committee of nine.

The successful candidate will be responsible for clerical and administrative support to the Advisory Committee. Responsibilities include, but are not limited to, preparation of meeting agendas; meeting minutes, miscellaneous correspondence, tracking spreadsheets, coordinate meetings, research pertaining to budget and Town Meeting Articles, draft motions/commentary for Town Meeting Articles, and maintenance of the Advisory Committee webpage. The Committee meets every Wednesday evening January thru May and one/twice a month during the year as needed.

The successful candidate is expected to work positively and cooperatively in a team environment and possess strong written and verbal communication skills, strong organizational skills and the ability to manage deadlines. Proficiency in Microsoft Word, EXCEL, Outlook e-mail system, and the ability to operate standard office equipment is required.

A complete job description is available from the Selectmen/Town Managers Office. Please submit a cover letter and resume to Ann Lee, Executive Assistant, Town of Hanover, 550 Hanover Street, Hanover, Massachusetts 02339 or e-mail: ann.lee@hanover-ma.gov. The posting will remain open until 12:00 p.m. on June 16, 2017, or until the position is filled. (Posted June 2, 2017)

The Town of Hanover is an Affirmative Action, Equal Opportunity Employer.
