



TOWN OF HANOVER
550 HANOVER STREET, SUITE 29
HANOVER, MASSACHUSETTS 02339
781-826-5000 ext. 1084

Brian Barthelmes, Chairman
Susan Setterland, Vice Chair
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TO: Bulletin Boards at Town Hall, School Department, Library, DPW, Police and Fire Departments and the Town's Website

FROM: Troy B.G. Clarkson
Town Manager

DATE: December 30, 2015

NOTICE OF VACANCY
ADMINISTRATIVE ASSISTANT - FULL-TIME
BOARD OF SELECTMEN OFFICE

The Town of Hanover is seeking a qualified individual to fill the position of Administrative Assistant. This position requires a team player who is responsible and can demonstrate exemplary interpersonal skills, is detail oriented, can multi-task, is a self-starter with excellent time management.

The position requires an individual with good computer and people skills. Responsibilities include, but are not limited to: prepare correspondence, letters, memos, etc.; schedule meetings; answer telephones, maintain office budget; process daily mail, emails, and faxes; file, scan, and copy documents; prepare correspondence and proclamations; post public meetings in accordance with MGL; research/draft policies and procedures for the Board of Selectmen; coordinate Annual Town Report; maintain and prepare annual Board & Committee appointments; Board of Selectmen meeting support, as needed; coordinate employee events; process and maintain office supplies for Town Hall departments; maintain Town Hall door lock system based on daily meeting schedules; liaison for Property and Liability Insurance; submit employee bond applications and payments; coordinate and attend Safety Committee meetings; update and modify Department web pages using web development software.

Qualifications: an Associate's degree, and/or three to five years related experience, or equivalent combination of education and experience. The salary for this position will commensurate with education and experience. The position is full-time; the hours are Monday, Tuesday, and Thursday, 8:00 a.m. – 4:00 p.m., Wednesday 8:00 a.m. – 8:00 p.m. and Friday 8:00 a.m. – Noon.

Deadline for application is January 13, 2016 at 12:00 noon. A full job description is available upon request. 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 (Posted 12-29-15).

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