



Office of
SELECTMEN
340 Anawan Street
Rehoboth, MA 02769

Tel.: (508) 252-3758
Fax: (508) 252-5342

Job Posting”
Town Offices
Fire Department/Building Department
Office Administrator

Position: Office Administrator
Hours: Full-Time (36 hours per week) Clerical Position with benefits
Pay Rate: According to AFSCME Union Contract \$23.15-\$25.71

The Town of Rehoboth is seeking applicants for a full-time (36 hours) Office Administrator to support the offices of the Fire Department and Building Department. The qualified individual will handle the administrative functions of each department and its supervisor. The ideal candidate for this position would be professional, highly skilled, flexible, dependable and self-starter.

Job Duties:

- Answer telephones, provide customer assistance
- Compose communications: emails, memos, invoices, reports and other correspondence
- Maintain filing system, both electronic and physical
- Maintain integrity of confidential material
- Other related duties as assigned
- Inputs data to standard office and department forms and makes postings to various reports, such as: annual reports, hydrant inspections, and fire inspections.
- Records all firefighter calls, duties, and training records.
- Schedules fire inspections; schedules physicals and all personnel paperwork for new fire

Education/Experience/Qualifications:

- Associate degree in a relevant field
- Five years of office experience, preferably in a public sector function
- Equivalent of education and experience
- Excellent organizational and time management skills and ability to prioritize work
- Ability to adapt to a fast-paced office environment
- Microsoft Office experience a MUST

Please forward application, along with resume and cover letter to: Marisa Medeiros. 340 Anawan Street, Rehoboth MA 02769 or, email to mmedeiros@rehobothma.gov

TOR Employment Application click <https://www.rehobothma.gov/town-administrator-board-selectmen/files/employment-application>

APPLICATION DEADLINE: MAY 10, 2024 OR UNTIL FILLED

Posted: 4/24/2024

Town Hall **Government Channel**
Fire Dept **Library**
Police Dept
COA
Highway