



Office of  
SELECTMEN  
340 Anawan Street  
Rehoboth, MA 02769

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

**“Job Posting”**  
**Town Offices**  
**Highway/Facility Maintenance/Forestry Dept**  
**Office Administrator**

**Position:** Office Administrator  
**Hours:** Full-Time (24 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 (24 hours) Office Administrator to support the offices of the Highway, Facility Maintenance and Forestry Departments. 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
- Other related duties as assigned

**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](mailto:mmedeiros@rehobothma.gov)

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

**APPLICATION DEADLINE: APRIL 16, 2024 OR UNTIL FILLED**

**Posted: 4/2/2024**  
Town Hall      Library  
Fire Dept  
Police Dept  
COA  
Highway  
Government Channel