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Francis T. Crimmins Jr.

Town of Avon
Massachusetts

Town Offices
Buckley Center 02322
(508) 588-0414
FAX (508) 559-0209

Council on Aging Administrative Assistant
Grade OAL 2/1
Town of Avon, Massachusetts

The Town of Avon seeks qualified applicants for its Grade OAL 2/1, Administrative Assistant I position. Candidates must have a high school diploma and strong administrative skills, with experience in Town Hall department functions especially experience in Senior Center Office. Candidate must demonstrate excellent communications skills as position requires considerable interaction with the public. General office skills, to include Microsoft Office proficiency, are required. The workweek is Monday through Friday 8:30 a.m. to 4:30 p.m. Starting salary is $16.71 per hour. Send a letter of interest to Shanna Faro, Human Resources Coordinator, 65 East Main Street, Avon, MA 02322 or apply directly at Town Hall. Posting will remain open until the job has been filled.