



Job Advertisement

ADMINISTRATIVE ASSISTANT I BOARD OF HEALTH

The Town of Bedford (pop. 14,087) is searching for a full-time (35 hrs/wk) Administrative Assistant to perform administrative, secretarial and clerical duties in the Board of Health office. Duties include, but are not limited to: answering phones and assisting the general public; providing administrative support to the Director, Health Agent, School Nurses and Community Health Nurse; producing and maintaining statistical reports based on data collected by the department; maintenance of the database of food establishments in Bedford with regard to complaints; generation of permits; maintenance of expenditure and revenue reports for the department; and assistance with flu or other vaccine related clinics.

Successful candidate will possess exceptional attention to detail, excellent communication skills, ability to work with confidential information, and experience with personal computers and software including Microsoft Word, Excel, Access and Publisher and have familiarity with or ability to learn the use of website software. Must also be a team player, highly organized and self-motivated.

Previous education and/or experience in a municipal setting preferred. Associate's Degree or Bachelor's Degree also preferred. Combination of experience and education may be substituted.

The hours for this position are Monday through Friday, 8:00 a.m. to 4:00 p.m. Starting salary for this position is \$19.50 per hour. The Town of Bedford offers a comprehensive and generous benefits package.

The deadline for applications is May 3, 2013.

Application for employment may be downloaded at: www.bedfordma.gov The Town of Bedford Job Application is required to be completed in full by all applicants regardless of whether a resume is submitted.

Please send completed applications, resume and letter of interest to:

Sarah Buhler
Town of Bedford
10 Mudge Way
Bedford, MA 01730
or fax to (781) 275-6310

**The Town of Bedford is an Affirmative Action/Equal Employment
Opportunity Employer**