

**TOWN OF HAMILTON**  
**HAMILTON-WENHAM RECREATION DEPARTMENT**  
**PART TIME (20 HRS/WEEK) ADMINISTRATIVE ASSISTANT**

**Duties:** Under the direction of the Hamilton-Wenham Recreation Director the Administrative Assistant is responsible for the routine clerical duties required in the daily operation of the Recreation Department. Responsibilities also include assisting the Director with recreational programming and marketing.

**Qualifications:** Associates Degree in related field or equivalent experience preferred. Strong knowledge of computer software (word, excel, PowerPoint, quicken) is necessary. Knowledge of, or ability to learn Adobe InDesign and Adobe Illustrator. Thorough knowledge of office practices and procedures as well as the ability to communicate both orally and in writing.

**Schedule:** Tuesday – Friday 8am – 1pm, attendance at monthly weeknight meeting

**Salary:** \$17.91 – 19.38 /hr – including benefits  
Union – Administrative Assistant – Grade I Collective Bargaining Unit

**Closing Date:** Friday, August 30th, 2013

Resumes and Cover Letter can be mailed to Sean Timmons, Director, Hamilton-Wenham Recreation Department, 16 Union Street, Hamilton, MA 01982 or emailed to [stimmons@hamiltonma.gov](mailto:stimmons@hamiltonma.gov).

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