

Administrative Assistant to the Planning Board

Town of Sterling

The Town of Sterling is accepting applications for a part-time (20 hours/wk) Administrative Assistant to the Planning Board. Responsibilities include: Act as liaison for Planning Board with the public; assist in the preparation of correspondence and official documents; maintain financial records; and coordinate meeting agendas. Education and Experience: High School Degree with at least five years of office administration/clerical experience. Position description is available at Human Resource Administrator's Office. Send Resume and Letter of Interest to: Planning Board, Town of Sterling, 1 Park Street, Sterling, Ma 01564. Applications will be accepted until Monday February 16, 2015.