

## **NOTICE OF VACANCY**

### **Savoy Select Board Administrative Assistant**

The Town of Savoy is looking for a Part Time 20 hour per week, Select Board Administrative Assistant. The position currently pays \$23 per hour. This is a regular hourly position with benefits.

The position works under the direction of the Select Board and various department heads as needed. Must be self-motivated and be able to work independently. The work will be varied from assistance with permitting, procurement, licensing, special projects and research, meeting material preparation, onboarding new employees, maintaining personnel files, and other assorted administrative and clerical office support as needed. The successful candidate will interact with the public in a professional manner, have strong communication, organization, and interpersonal skills. We are looking for a team player with initiative, eager to take on new tasks, learn new skills and help where needed.

Minimum requirements: High school diploma, three years office administration experience; experience in a municipal setting and customer service skills strongly preferred. Proficient word processing and spread sheet skills required. Grant and website experience preferred.

Applications and job descriptions can be picked up at the Savoy Town Office or downloaded from the [TownofSavoy.com](http://TownofSavoy.com) website. Applications with resume should be delivered to the Savoy Town office by: June 7, 2024 at which time applications close.

Please put in a sealed envelope marked Attention:

SB ADMIN Screening Committee  
Town of Savoy  
720 Main Road  
Savoy, MA 01256