

Town of  
**Peru, Massachusetts**



## Town of Peru Job Opportunity

### Town Hall

### Administrative Assistant

The Administrative Assistant reports to the Select Board and Town Administrator and is responsible for providing administrative and clerical duties 10-12 hours per week.

#### **Job Duties include**

1. Provide administrative support to the Select Board and Town Administrator
2. Maintain office files and confidential records
3. Attend Select Board Meetings
4. Record minutes at Select Board Meetings
5. Distribute minutes to Select Board for approval
6. Make changes per direction of Select Board
7. Maintain records of decisions
8. Perform other related duties as required

#### **Requirements**

Excellent organizational as well as verbal and written communication skills

Ability to work effectively to meet time constraints and deadlines

Proficient in word processing and spread sheet software

Use of computer and operation of standard office equipment

Ability to work independently with minimal supervision

Send Resume/Application to: Town Administrator 3 East Main Road, Suite 100 Peru, MA 01235  
or Call (413) 655-8312 Ext 100 email: townadmin@townofperuma.com

The Town of Peru is an equal opportunity employer.

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