



TOWN OF SAUGUS

HUMAN RESOURCES

298 CENTRAL STREET

SAUGUS, MASSACHUSETTS 01906

Telephone: (781) 231-4142 • Fax: (781) 231-5666

Town of Saugus Job Posting

Floating Full-Time Administrative Assistant

Applications are being accepted for a full-time Administrative Assistant with the Town of Saugus. This floater position is under the general supervision of the Town Manager. This is a clerical position for the Town where we will cross train for various departments over meal breaks, vacation schedules and the like. This position will include moderate work methods, problem solving and project work. This position will be responsible for clerical work, including direct customer services and requires the application of moderate independent judgment.

This position may also include: Composing and typing routine correspondence. Organizing and maintaining file systems. Answering telephone calls and responding to Department emails. This position will also be trained on our payroll and billing system, MUNIS, for processing of Department payroll and accounts payable.

Minimum Qualifications

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to multi-task, complete assignments on time; be flexible and able to adapt to various circumstances, communicate effectively, work with MUNIS a plus.

Must possess at least an Associate's Degree; Bachelor's Degree preferred

Please e-mail all cover letters/resumes to Human Resources Manager, Gabriela Christina at gchristina@saugus-ma.gov

Applications will be kept on file for a period of one year.

The Town of Saugus is an equal opportunity employer.

Federal Law forbids discrimination based on race, religion, sexual orientation, national origin, age, marital status, or disability.