



Town of Rowley

Massachusetts 01969

PERSONNEL BOARD
PERSONNEL OFFICER
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JOB VACANCY NOTICE

RE-POSTED

Administrative Assistant Council on Aging Town of Rowley

The Town of Rowley is seeking an Administrative Assistant to work in the Council on Aging Office for 25 hours per week. The position performs a variety of administrative functions to support the Council on Aging Director. The Administrative Assistant maintains the My Senior Center database, prepares departmental bills payable vouchers and payroll, prepares and distributes the monthly newsletters, assists with the management of the senior transportation program, answers the office telephone, and greets seniors and other visitors to the Senior Center. Strong computer skills in Microsoft Word, Excel, and Publisher. Minimum requirements include High School diploma or equivalent and three years of experience in a similar position. Experience working with seniors or volunteer groups desired. Position is in the AFSCME Bargaining Unit. Grade 5. Starting rate is \$20.18 with a six-month adjustment. Resumes and applications to: Personnel Department, Town of Rowley, PO Box 275, Rowley, MA 01969 by May 14, 2024. EOE.

DME 4/30/24

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