



## **Administrative Assistant**

### **Town of Boothbay Harbor**

The Town of Boothbay Harbor is seeking applicants for an Administrative Assistant position. Work involves a wide variety of clerical, administrative, and general office assignments supporting all the departments within the town. This employee will be cross-trained in a variety of duties including but not limited to answering incoming calls and directing calls to the appropriate department, researching the property and personal tax information as requested, and processing registrations. The successful candidate will have a solid administrative background including proficiency with Microsoft Office, the ability to work in a team environment and be able to adapt to the demands of a fast-paced environment. Qualified applicants will possess a high school diploma or equivalent and be able to communicate clearly, diplomatically, efficiently and pleasantly. In-house training will be provided. This is a full-time, year-round position.

Application deadline: until a suitable candidate is found. Applications are available through the town office or on the town website at [www.boothbayharbor.org](http://www.boothbayharbor.org). All interested applicants must submit an application to:

Kathleen Pearce, Finance Officer  
11 Howard Street, Boothbay Harbor, ME 04538  
kpearce@boothbayharbor.org

Equal Opportunity Employer