



Massachusetts PROVINCETOWN

PROVINCETOWN HUMAN RESOURCES OFFICE

Position Opening

Union – Fire Department Administrative Assistant

The Town of Provincetown is now accepting applications for the full-time position of Administrative Assistant with the Provincetown Fire Department.

This is a full-time 40-hour-a-week, salaried, confidential position, working Monday – Friday 8:30-4:30 with a competitive benefits package.

Fire Department Administrative Assistant: This position provides direct support to the Fire Department managing all aspects of office administration. Duties include administrative support for payroll, submission of invoices for payment, billing, regulatory reporting and general office administration, it is supervised by and reports to the Fire Chief.

Minimal Qualifications: The Administrative Assistant must be knowledgeable of office practices and procedures with working knowledge of departmental operations; understanding of general office systems, word and excel.

This is a Grade 3, non-union position with a scale of \$51,266 to \$66,646. The position is available immediately and will remain open until filled. For initial consideration send application, cover letter and resume to: Human Resources, Town of Provincetown, 260 Commercial Street, Provincetown, MA 02657 or hr@provincetown-ma.gov.

The Town of Provincetown, Massachusetts is an equal opportunity employer and does not discriminate on the basis of race, color, creed, religion, sex, national origin, marital status, age, or sexual preference, or any other category protected under the state and federal anti-discrimination laws.

Alex Morse, Town Manager

Posted: Provincetown Town Buildings, <http://www.provincetown-ma.gov>, Town Website, Facebook

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