



# Massachusetts PROVINCETOWN

## PROVINCETOWN HUMAN RESOURCES OFFICE

### Position Opening

#### *Union – Council of Aging Administrative Assistant*

The Town of Provincetown is now accepting applications for the full-time position of Council of Aging Administrative Assistant.

This is a full-time 40-hour-a-week, salaried, confidential position, working Monday – Thursday 8-5 and Friday 8-12 with a competitive benefits package.

**COA Administrative Assistant:** This position provides direct support to the Council on Aging (COA) and Department of Human Services (DHS) to produce professional administrative, products and services of financial and office management.

**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, 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](mailto: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

Date: 12/28/2022, 11:30 am AR