



Nahant Town Hall
334 Nahant Road
Nahant, MA 01908
Tel. (781) 581-9927 Fax (781) 593-0340

Administrative Assistant to Board of Selectmen/Town Administrator Job Posting

The Town of Nahant is seeking qualified applicants for the full-time position of Administrative Assistant to the Board of Selectmen and Town Administrator. This non-union, confidential position performs a variety of duties which require a degree of decision making based on a comprehensive knowledge of departmental functions and utilizing standard office procedures. Qualified candidates will possess a minimum of an Associate's Degree in business, public administration or any discipline relevant to this position. A Bachelor's Degree plus two (2) years of experience in a municipal setting is preferred. Excellent written/oral communication and Microsoft Office skills required. Applicants must be able to pass a criminal background/CORI check. Starting Salary Range \$43,497 - \$53,186 DOQ. This position is open until filled.

See full job description on Nahant.org

Please email resumes and cover letter to: abarletta@nahant.org by September 22, 2020.
AA/EOE

Or mail to: Antonio Barletta, Town Administrator
Nahant Town Hall
334 Nahant Road
Nahant, MA 01908

Resumes held in confidence.

No telephone calls please.