

The **Town of Hartland** is seeking an **Administrative Assistant** to join our team.

This is a temporary part-time position that may become a permanent full-time position.

To start, you will work 3 to 4 days a week, up to 7.5 hours per day.

Some evening work may be required to support meetings of Council and committees.

The successful candidate will be responsible to perform the following duties:

- Greet visitors in person or on the telephone; answer or refer inquiries
- Take messages and communicate them to appropriate persons
- Schedule meetings and take minutes for employees, Council, and committees
- Manage outgoing mails; sort, distribute and file incoming mails
- Draft, review, copy, fax, and file documents
- Maintain office supplies; operate office machines

The successful candidate will have the following qualifications:

- 2 years of front desk experience or recent graduate from relevant program
- Strong organizational skills and attention to detail
- A positive and professional presentation to the public
- Strong oral and written communication skills
- Ability to multi-task, comfortable in a fast-paced environment
- Relate easily to people of various backgrounds and personalities
- Microsoft Office (Outlook, Word, PowerPoint, Excel)
- Keyboard and typing skills

The hourly wage for the position will be \$12.50 to \$15.00 per hour based on experience and qualifications.

All candidates must provide proof of full vaccination against COVID-19 or a valid medical certificate exempting them from the vaccine.

To apply, please send your resume and a cover letter to: office@townofhartland.com, using the subject line: **Application for Administrative Assistant: [Your Name]**.

Only those selected for further consideration will be contacted. The Town of Hartland thanks all those who apply.