



Job Posting

Administrative Assistant to the First Selectman

The Town of Easton is seeking an organized individual to handle a variety of clerical, secretarial, and administrative functions including preparing and monitoring budgets and reviewing and processing payment orders for the First Selectman's Office. The ability to understand and follow oral and written directions, attention to detail and excellent interpersonal skills are required.

Required Knowledge, Abilities & Skills:

Good office skills, attention to accuracy, understanding and ability to apply basic business arithmetic, ability to use computer systems relevant to execution of job functions, must be able to interact courteously and effectively with the public, must be able to work in an environment with frequent interruptions.

Education requirements:

High school diploma, minimum two years' experience in an office environment and must be willing to attend job-related training and educational programs.

Pay starts in the higher \$40k, commensurate with experience. This is a 35 hour per week, benefitted position with an 8:30 am to 4:30 pm work day, with occasional evening meetings.

Please submit resume and cover letter to Leah Iannucci at liannucci@eastonct.gov

Posting Date 8 May 2024