



**EMPLOYMENT OPPORTUNITY**  
**PART TIME ADMINISTRATIVE ASSISTANT**

The West Boylston Water District is seeking a qualified Part Time Administrative Assistant. This is an 18-hour/week, non-benefitted position. Work hours are flexible, with the potential of additional hours after probationary period.

The Part Time Assistant will provide clerical and administrative support along with front-line customer service work while supporting the activities of the District. Duties will include processing payments, assisting customers at the counter, answering phones, filing, social media maintenance, and general office tasks as assigned.

The right candidate should be proficient in Microsoft Office Suite and/or Google Workspace, including word processing and spreadsheet applications, have excellent customer service and communication skills, and be willing to learn utility billing software. High school diploma or equivalent required as well as valid MA driver's license. Working knowledge of QuickBooks and WordPress and familiarity with municipal systems is helpful. Pre-employment physical and drug/alcohol testing required. Starting pay range is \$20-\$24/hour commensurate with experience.

Interested parties should submit a letter of intent and resumes to: [commissioners@westboylstonwater.org](mailto:commissioners@westboylstonwater.org). Employment applications are also available by request at the West Boylston Water District, 183 Worcester St, West Boylston, MA 0158. The West Boylston Water District is an equal opportunity employer.