



**JOB POSTING**  
**TOWN OF WRENTHAM**  
**PART TIME ADMINISTRATIVE ASSISTANT – WATER DEPARTMENT**

The Town of Wrentham is seeking a qualified, detail-oriented candidate to assist the Town of Wrentham Water Department with office duties, customer service and billing to support the Water Department operations.

***Duties include but are not limited to:*** This position will be responsible for all aspects of the water billing for the Town of Wrentham. Softright or other water billing experience is a plus, but, would be willing to train the right individual. Answering phones and assisting residents resolve billing issues is also required. All other duties as assigned.

***Qualifications and Experience:*** High School diploma and two years of office experience; Associates degree preferred. Advanced computer and organizational skills. Strong communication skills both interpersonal and in writing. Self-starter and ability to function well with minimal supervision. Familiarity with bookkeeping, attention to detail and ability to adhere to legal deadlines and ability to manage multiple tasks. Municipal experience preferred.

***Salary:*** Part-time, non-benefit, non-union position. 19 hours per week. Starting salary \$20.00 - \$26.00 per hour.

***To Apply:*** Email Resume and Cover Letter to Human Resources [hr@wrentham.gov](mailto:hr@wrentham.gov) or via mail to 79 South Street, Wrentham, MA. 02093 by August 5, 2022 Application available online [CLICK HERE TO APPLY](#)

**POSITION AVAILABLE: AUGUST 5, 2022**

**POSTED: JULY 6, 2022**

***Equal Opportunity Employer***

*The Town of Wrentham accommodates the needs of all physically challenged or disabled people by all reasonable means in accordance with the Americans with Disabilities Act.*