

Public Works Administrative Assistant

Provides secretarial support to the Public Works Director

Duties Include:

- Assists in purchasing supplies by preparing requisitions and placing orders.
- Prepares bills for the Finance Department
- Tracks timesheets, supply usage, spending and vehicle maintenance.
- Prepares reports using various forms of information that may include performing standard mathematical calculations for the department, the Town and the State of Connecticut.
- Draft and type's correspondence, memoranda, reports and other documents.
- Answers inquiries for information that may involve limited research.
- Requires courteous manner when dealing with the public, vendors and subcontractors; in person or on the phone.

KNOWLEDGE REQUIRED BY THE POSTION:

High school graduate or an equivalent certification with a minimum of two years' experience in a professional office with modern office practices. Utilizes Microsoft Office Professional Suite with proficiency in Outlook, Excel and Word and other job related software applications in a windows based computer operating system.

This job entails working in uncomfortable conditions in a garage setting.

This is a union position with no benefits, 15 hours per week.