

**PART TIME- UNBENEFITTED
ADMINISTRATIVE ASSISTANT**

The Quabbin Health District, a MGL Chapter 111, Section 27A District comprised of the towns of Belchertown, Pelham, and Ware is accepting applications for an **18 hour/week part-time, un-benefitted, Administrative Assistant** to provide clerical related work for the Quabbin Health District and Ware Board of Health including but not limited to: bookkeeping, computational and customer service work.

Required to attend monthly evening local board of health meetings.

Minimum qualifications include a High School Education and one – two years of related administrative experience; or any equivalent combination of education, training and experience. Microsoft Outlook and Excel experience desired as well as experience in financial programs such as QuickBooks. Must possess and maintain a valid driver's license.

Starting salary range is \$23.90 – \$27.04 depending on qualifications and experience.

For a full job description please visit <http://quabbinhealthdistrict.com> for more information, or to apply for the position please send request or resume with cover letter to the Director of Public Health, Andrea Crete. Email to acrete@townofware.com or mail to Quabbin Health District ATTN: Andrea Crete; 126 Main Street, Ware MA, 01082.