



JOIN OUR TEAM!

DEPARTMENT ASSISTANT

The Town of Brewster is currently seeking qualified applicants for a part-time Department Assistant for the Recreation department. This position performs office, data entry, administrative and public service work assisting with the operation of the office and serves as the first point of contact for the public.

Duties include, but are not limited to: answers the phone and assists the public; relays information in person, by phone, in writing and by electronic media; coordinates employment applications, interviews, and assists in preparing and processing new hire and rehire paperwork ensuring paperwork is accurate and complete; assists the Recreation department with processing registrations, pool memberships, field and facility reservations and related documents; process department attendance and payroll, accounts payable, and receivable. **Is this the job for you?** [Click here for the full job description and to find out more about the skills and knowledge needed to be a successful candidate.](#)

High school degree required; advanced training desired and a minimum of one year office or related experience required, or an equivalent combination of education, training, and experience. This is a part-time, 19 hour per week, non-benefited position, covered under the Town's Personnel Bylaw Agreement, with a starting pay rate of \$23.44 – 24.86 per hour, depending on qualifications and experience. Please send cover letter, resume, and Town employment application to Human Resources, employment@brewster-ma.gov. Position open until filled with a priority deadline for review of 01/26/2023. EEO/AA