



## **JOIN OUR TEAM! SENIOR DEPARTMENT ASSISTANT**

The Town of Brewster is seeking an organized administrative professional for the position of Senior Department Assistant for the Captains Golf Course. This position performs a variety of administrative and clerical work for the Director of Golf Operations, the Golf Department, and members and guest of the golf course in support of the operation of the department.

Duties include but are not limited to; assists with event coordination, including but not limited to arranging services, hotel reservations, and group payments; provide support to Golf Commission, including produce meeting minutes, post meeting notices, prepares agendas & distributes meeting materials prior to meetings and ensures compliance with State's open meeting law; process department accounts payables and receivables and department payroll; assists in producing a variety of reports, including financial reports.

High School diploma or equivalent required, Associates Degree preferred, and a minimum of 2 years office experience required, municipal experience and working knowledge of the game of golf a plus, or any equivalent combination of education, training, and experience. *Interested?* [Click here for the full job description and more information on the skills and knowledge needed to be a successful candidate.](#)

This is a full time 35 hour a week position, covered under the OPEIU bargaining agreement, with a starting pay range of \$26.59 - \$29.93 per hour, depending on qualifications and experience. Excellent benefits package including paid time off, health insurance, and pension benefits. Please send cover letter, resume, and town employment application to Human Resources at [employment@brewster-ma.gov](mailto:employment@brewster-ma.gov). Position open until filled with a priority deadline for review of 04/16/24, with interviews anticipated the week of April 22nd and a start time of late May. EEO/AA.