



TOWN CLERK

Job Posting

SEP 25 AM 9:04 '20

Town of Holbrook

HOLBROOK

Outer Lobby Receptionist/Greeter

In accordance with Article III of the current Town of Holbrook By-Laws Section 10 Salary and Administration Plan, the Town of Holbrook is seeking qualified applicants for the vacancy of two temporary Outer Lobby Receptionist/Greeters. The following job is hereby posted:

The Town of Holbrook has two immediate openings for a part-time temporary (up to 20 hours/week each) Outer Lobby Receptionist/Greeter.

Responsibilities and duties include, but are not limited to the following:

- Welcome visitors in a warm and friendly manner, and answer any questions visitors have.
- Maintain reception area and all common areas in a clean, tidy and sanitary manner at all times.
- Keep detailed and accurate records of visitors entering town hall.
- Receive deliveries; sort and distribute incoming mail.
- Process inquires in-person.
- Perform a wide variety of general administrative duties.
- Maintains courteous demeanor at all times.

Qualifications and experience: High School diploma. Some office experience is preferred, but not necessary. College students on summer break are encouraged to apply. Demonstrated ability to read, write, and speak English. Comfortable multi-tasking and prioritizing tasks without guidance. Excellent interpersonal skills. Punctual with strong attendance history.

Compensation: \$19.64 per hour. This is a temporary non-benefits and non-union position.

Work Schedule: up to 20 hours within the regular town hall office hours of Monday, Wednesday, Thursday 8 a.m. – 4 p.m., Tuesday 8 a.m. – 7 p.m., Friday 8 a.m. – 12 p.m. (between Labor Day and June 15th. Closed on the Fridays between June 15th and Labor Day)

Supervision: Under the direction of the Town Administrator

How to apply: Applicants should forward a cover letter and resume via email to jobs@holbrookmassachusetts.us This position will be advertised until filled.

Holbrook is an AA/EOE employer.
Notice of posting commenced on July 20, 2020