

Administrative Assistant

The Town of Berthoud has an opening for an industrious, self-motivated, multi-tasking part-time (4 hrs/day, Monday – Friday) administrative assistant to the Town Administrator. Busy office environment. Minimum of four (4) years of experience in a secretarial/administrative setting. Will write business correspondence, handle confidential documents, use math skills to compile data and generate spreadsheets. Handle phone inquiries, provide excellent customer service, and be knowledgeable of and able to use computer programs including Excel, Word and PowerPoint. Will take notes at meetings. Starting salary \$11.04–11.54/hr. Must pass a background check prior to final employment offer. Town application required. May include resume, cover letter and/or certificates with application. Submit to Town Clerk, 328 Massachusetts Ave., PO Box 1229, Berthoud, Co., 80513 or e-mail to mcowdin@berthoud.org. Applications available at berthoud.org. Interviews will begin in mid-May Open until filled. EOE.