

ADMINISTRATIVE ASSISTANT, Carlisle Council on Aging

Must support the staff with the daily operations of the Carlisle COA. Duties include the ability to deal with the public in a courteous and tactful manner both in person and on the telephone. Solid computer and secretarial skills are mandatory as well as knowledge of MS Outlook, Word and Excel. Knowledge of Publisher is helpful, but will train. Excellent organizational skills a must. High school graduate with a minimum of one year of office experience is required. Position is 12 hours per week on Tues., Thurs, and Fri. although some flexibility in work days is necessary due to various COA activities and deadlines. Applications submitted to Carlisle Council on Aging c/o Debra Siriani 66 Westford St. Carlisle Ma. 01741 or dsiriani@carlisle.mec.edu no later than July 15th at noon.