

Administrative Assistant/Utility Billing

Town of Medfield

The Town of Medfield is seeking qualified applicants for the position of Administrative Assistant/Utility Billing in the Department of Public Works. The candidate is responsible for providing customer service, clerical, and administrative support for the department with a focus on water & sewer programs and utility billing. Knowledge of utility billing and automated office systems is required. Candidate must be well versed in all Microsoft Office Suite applications and proficient in all aspects of Excel and Word. Experience with MUNIS utility billing software, municipal experience, and strong customer service skills are preferred. Starting salary is \$21.93 to \$23.20 per hour. Please send cover letter and resume to Kristine Trierweiler via email at ktrierweiler@medfield.net by 4/16/2018.