

Eastern Essex District of Veterans Services

Job Posting

Administrative Assistant to the Director

Eastern Essex District of Veterans Services is seeking a part-time Administrative Assistant. This position will be the first point of contact for the Veterans Services Office located in Ipswich and serving the towns of Essex, Georgetown, Ipswich, Newbury, Rowley and West Newbury.

Responsibilities include answering telephones, responding to in-person inquiries, assisting the Director with administering Veterans benefits in compliance with M.G.L. Chapter 115, compiling and tracking documents using Microsoft Excel, editing quarterly newsletter, and related work as required.

Experience required: At least 2 years in an administrative position, excellent computer and customer service skills, and a strong desire to help Veterans and their families.
Associates Degree preferred. Veteran preferred by not required.

This is a 19-hour/week position with no benefits. The schedule may vary, and candidate must have flexible availability. Hourly rate is \$19.00.

Please email resume and cover letter to: ktyler@eessexvets.com