

Administrative Assistant - DPW*Town of Lancaster*

The Town of Lancaster is seeking a full time Administrative Assistant for the DPW. This position is to provide administrative assistance to the DPW Superintendent, and all other related work as required. This position is a benefited position at 40 hours per week, Monday - Friday. Wage: \$19.18 to \$25.47 per hour, depending on experience and skills. Job description and employment application can be viewed on line at www.ci.lancaster.ma.us. Please submit resume to the DPW Superintendent, 392 Mill Street Extension, Lancaster, MA 01523 by Wednesday, April 11, 2018.