Administrative Assistant

The coastal community of Falmouth, Maine (pop. 12,000 +/-) has an immediate opening for an Administrative Assistant in the Code Enforcement Division.

Job Description

Under the supervision of the Code Enforcement Officer, this position provides administrative support to the Code Enforcement Division of the Community Development Department. Job duties include greeting customers in person and on the phone, assisting with all aspects of the building and permitting process, maintaining accurate records and producing reports.

Qualifications

Applicants must have experience working with the public and enjoy a fast-paced work environment. The ideal candidate will have 2+ years administrative experience and an Associate’s degree. Municipal work experience is desired, but not required. Applicants must demonstrate above average computer skills including proficiency with Microsoft Office.

Salary & Benefits

This position is 37 hours/week (Monday – Thursday) with a salary range of $23.00 - $26.00 per hour. The Town of Falmouth offers an excellent benefits package that includes medical insurance, short-term and long-term disability insurance, life insurance, a retirement health savings account, paid vacation, sick, and holiday time, and multiple retirement options.

TO APPLY: Please submit cover letter and resume to: Human Resources, Town of Falmouth, 271 Falmouth Road, Falmouth, ME 04105. Application materials can also be e-mailed to hr@falmouthme.org. Resume review will begin July 3 and will continue until position is filled.

The Town of Falmouth is an equal opportunity employer. For additional information, visit: https://www.falmouthme.org/community-development-code-enforcement-division