

Town of Raymond
Code Enforcement Administrative Assistant

The Town of Raymond is seeking a full-time administrative assistant to provide intricate support of the Code Enforcement department. Duties include, but not limited to, general office work, data entry, customer service, record keeping and answering telephones. The successful candidate needs to be self-motivated, detailed oriented, able to work with the public, have customer service skills and be able to work independently. Strong computer skills are needed and a knowledge of building construction, electrical and/or plumbing trades are a plus.

This is a full time position working four days a week. The Town of Raymond provides a competitive salary and benefits including health and dental insurance and a 457 deferred compensation plan.

A job description and application are available on our website at www.raymondmaine.org or at the Raymond Town Office. Completed application, cover letter and resume may be emailed to cathy.gosselin@raymondmaine.org, faxed to 207-655-3024, or mailed to the Raymond Town Office.

Town of Raymond
Attn: Cathy Gosselin
Human Resource Officer
401 Webbs Mills Road
Raymond, ME 04071

Position will remain open until filled.

The Town of Raymond is an Equal Opportunity Employer.