

**TOWN OF RAYMOND  
ADMINISTRATIVE ASSISTANT**

The Town of Raymond is seeking an experienced administrative assistant to support the Contract Assessor, Town Manager, and Public Works Director. This position is full-time 32 hours per week including, but not limited to, general office work, data entry, customer service, compiling records for the annual tax commitment, working with Geographic Information Systems and E911 Reporting. Position also includes work as Communication Director and producing monthly newsletter. Technology skills with the ability to maintain the Towns website and social media are a must. Majority of the work is completed independently requiring high energy, multitasking skills and self-motivation. The successful candidate must be well organized, able to prioritize workload and maintain a positive attitude. Graduation from high school or equivalent is required. Associate's Degree with emphasis on office administration preferred. This position offers competitive pay based on education and experience, as well as a comprehensive employee benefit package.

For application and job description see [www.raymondmaine.org](http://www.raymondmaine.org)

Send resumes, application, and cover letter to:

Rita M Theriault  
Human Resource Officer  
401 Webbs Mills Road  
Raymond, Maine 04071  
207-655-4742 ext 123  
or electronically to  
[rita.theriault@raymondmaine.org](mailto:rita.theriault@raymondmaine.org)  
Position open until filled

The Town of Raymond is an EOE.