Administrative Assistant Grants & Conservation – Town of Salisbury

Job Title: Administrative Assistant Grants & Conservation

Salary/Compensation: $45,000-$55,000

Location of position: Salisbury

Employer: Town of Salisbury

Work schedule: 37.5 hours weekly

General Job description: This position supports the Department of Planning and Development in a number of critical areas. The Administrative Assistant for Grants/Conservation works on the CDBG grant each year, conservation projects, assists the Conservation Commission, and works on planning projects while also handling day to day tasks like invoices and payroll. This position requires attendance at night meetings and a strong attention to detail.

For More Information and How to Apply:
https://www.salisburyma.gov/human-resources/pages/employment-opportunities-0