

Job Title: OFFICE AIDE
Department: Administrative
Position Type: Part-Time
Hours: 15-20

The Town of Cheverly is looking for a part-time Office Aide who will handle the Town Newsletter, basic administrative duties and is social media savvy. The schedule for this position is flexible within the hours of 9:00 am to 5:00 pm Monday through Friday. Total hours per week will be 15-20.

Duties include but are not limited to:

Office Aide

- Handle incoming calls and other communications
- Greet residents and visitors
- Record information as needed
- Manage filing system, update paperwork, maintain documents and word processing
- Update and maintain the Town Calendar
- Maintain supply inventory

Newsletter

- Point of contact for the Town's monthly newsletter
- Collect and compile all necessary information
- Format produce and label newsletters for distribution

Social Media

- Experience with various social media platforms
- Ability to update and maintain numerous sites as necessary

Perform other duties as assigned

Requirements:

High school diploma

Ability to write clearly and highly proficient with word processing

Must be organized

Handle multiple tasks simultaneously

Ability to work well under limited supervision

Willingness to learn and ability to problem solve

Warm personality and strong communication skills