



May 14, 2024

Full Time Administrative Assistant
Town of Hudson
Building Department

The Town of Hudson Inspections Department is seeking an individual to fill a full-time union position in a fast-paced municipal department. Applicant must possess excellent communications skills and the ability to act independently and have a general knowledge of office administration. Applicants must be proficient with different computer applications including word processing, spreadsheets, and database applications. Communications skills are essential, including an ability to relate in a polite and professional manner with the public, other employees, and officials of other governmental units.

The annual salary range \$46,907 - \$61,733. A full job description is available at www.townofhudson.org/JobOpportunities, or by email at fsantos@townofhudson.org as well at the Executive Assistant's Office in Town Hall, 78 Main Street, Hudson, MA 01749; (978)562-9963. Please submit electronic resume and cover letter to the above email address. Position open until filled.

The Town of Hudson is an Equal Opportunity / Affirmative Action employer. The Town of Hudson does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, marital status, or an individual's status in any group or class protected by applicable federal, state, or local law. The Town of Hudson encourages applications from minorities, women, the disabled, protected veterans, and all other qualified applicants.