



TOWN OF MILLIS

Veterans Memorial Building
900 Main Street • Millis, MA 02054
Phone: 508-376-7040
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*Karen M. Bouret
Operations Support Manager
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Part-Time Employment Opportunity

Council on Aging
Department Assistant I

The Millis Council on Aging is seeking applicants for a permanent part-time 15 hour per week position. This position is not benefitted. Qualified candidates should possess a working knowledge of Excel and statistical recordings. Duties include general office work. Hours of work are Monday, Wednesday, and Friday 8:30am-12:30pm. Salary is \$16.54 - \$20.25 per hour.

Applications are available at the Town Administrator's Office, Veterans Memorial Building, Room 220, 900 Main Street, Millis, MA, 02054 or at www.millis.net. Completed applications should be returned to the Town Administrator's office or kbouret@millis.net. Position will remain open until filled.