

**BUILDING DEPARTMENT  
ADMINISTRATIVE ASSISTANT  
TOWN OF EAST HADDAM**

Seeking qualified individual to provide clerical, receptionist, technical and administrative assistance for the Building Official. Responsibilities include record keeping; bookkeeping, communication with public and staff, answering customer's basic technical questions; managing and scheduling inspections. Must have good working knowledge of Microsoft Office. Full-time 30 hour position. Salary \$22.32 per hour. Job description, salary, and benefit package details available upon request. Send application, resume and cover letter to First Selectman's Office, P.O. Box K, 7 Main Street, East Haddam, CT 06423 by December 18, 2017. EOE

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