

## Job Posting

### Executive Administrative Assistant

The Town of Hubbardston seeks qualified applicants for the position of Executive Administrative Assistant. This administrative position provides direct assistance to the Town Administrator and support to the Selectboard. This person performs a variety of administrative duties including interaction with the public, town departments and other local and state agencies. More details and application form found at [hubbardstonma.us](http://hubbardstonma.us). Will accept resumes until position filled. Please submit application, resume and letter of interest to Interim Town Administrator 7 Main St-Unit #3, Hubbardston, MA 01452 or to [admin@hubbardstonma.us](mailto:admin@hubbardstonma.us).