

Administrative Assistant

Naugatuck Valley Health District seeks a well-organized detail oriented individual to perform administrative and program support duties. The position requires strong customer service skills, three years' work experience and proficient knowledge of Word and Excel. The ideal candidate will be enthusiastic about public health and eager to contribute to our team. Excellent written and verbal communication skills are necessary. Previous experience within a health department/district is a plus.

The position is 35 hours per week, includes a full benefit package with compensation at \$20 per hour. To apply submit resume via email to the Business Manager, lmceachern@nvhd.org . No phone calls will be accepted.