



Naugatuck Valley Health District
98 Bank Street Seymour, CT 06483
T: 203-881-3255 F: 203-881-3259 W: www.nvhd.org

ADMINISTRATIVE ASSISTANT

Naugatuck Valley Health District seeks a well-organized, detail-oriented, and reliable individual to perform administrative and program support duties. The ideal candidate will be enthusiastic about public health and eager to contribute to our team. A successful candidate must have strong customer service skills and like working with the public as part of a team on highly sensitive and confidential matters. Examples of duties include answering phones, scheduling, filing, reception work, preparing mailings, typing, data entry, etc. Previous experience within a health department/district is a plus.

Qualifications

High School graduate with some business college and/or computer training preferred. Excellent written and verbal communication skills are necessary. Typing, computer competency and general office experience a must. Bilingual a plus.

Salary

The position is 35-hours per week, includes a full benefit package with compensation at \$20 per hour.

To Apply

To apply submit resume by 12:00PM on April 12, 2019 via email to the Business Manager, Lisa McEachern, at lmceachern@nvhd.org. No phone calls will be accepted.

April 4, 2019
AA/EOE

Ansonia



Beacon Falls



Derby



Naugatuck



Seymour



Shelton