

## **Town of Winthrop Public Works/Transfer Station Office Assistant and Scale House Attendant**

### **Part-time/Fill in/On Call**

This is a Part-time/fill in/on call position that backs up the full time position requiring use of clerical computer software (word, excel, quick books and trio.) and other office assistant duties. The position also requires light manual labor work (ex. raking and shoveling) performed for the transfer station and public works. The position is located at the transfer station scale house and is under the supervision of the transfer station supervisor and public works/transfer station director.

Please complete an application available at [www.winthropmaine.org](http://www.winthropmaine.org) and send it to Matt Burnham, Public Works Director, 17 Highland Ave, Winthrop ME 04364, [mburnham@winthropmaine.org](mailto:mburnham@winthropmaine.org).

Winthrop offers a competitive wage and excellent benefit package. This position is open until filled. Winthrop is EOE.