



Town of South Berwick

180 MAIN STREET
SOUTH BERWICK, MAINE 03908-1535
TEL. 207-384-3300
FAX: 207-384-3303

EMPLOYMENT OPPORTUNITY

The Town of South Berwick is accepting applications for a

Part-Time Customer Service Representative.

Hours may vary each week with the expectation of 22-24 hours. Hours may increase solely dependent upon the potential of any changing needs of the Town and the abilities of the successful applicant. Advancement potential exists to become an Assistant or Deputy Clerk. Municipal experience especially with TRIO software preferred. This multi-task position requires a reliable, motivated, responsible, detail oriented Team player with computer and cash handling experience. This position is the first point of customer contact in the Town Clerk's office. Attendance is extremely important in this role. Must be a Maine resident. Excellent interpersonal skills required. Hourly wage commensurate with experience starting at \$14.25.

Applications at www.southberwickmaine.org or in the Town Clerk's office at 180 Main Street South Berwick 03908. If you have other questions regarding the position please contact Barbara at 207-384-3001 or 207-384-3013. Email to dremick@sbmaine.us.

Posted 7.20.18

Position will remain open until filled.

EOE