

ADMINISTRATIVE ASSISTANT

Gloucester Retirement System

General Statement of Duties and Responsibilities:

Assist new members with completing forms and counsel all new members regarding enrollment, retirement, service purchase. Post deductions, manage website, retirement payroll utilizing PTG software, notice posting and agenda package distribution and other functions as required. Must be willing to attend multi-day conferences or seminars in Massachusetts. Individual reports to Executive Director

Qualifications:

Strong mathematical skills

Word and Excel proficient

Knowledge of PTG software as well as MGL Chapter 32 is preferred
Bachelor's degree and 5 years of administrative experience is preferred
Pre-employment physical, CORI, and practical test required.

Work Schedule:

8:30-4:30 M-F with 1 hour unpaid for lunch (35 hours work week)

Remote work is not an option

Salary Range:

\$45K to \$65K. Great government benefits.

Application Deadline:

Open until filled

To apply for the Position:

Interested candidates should email cover letter and resume to Chairman
Douglas A MacArthur damac@gcrsys.com