

DIRECTORY OF OPERATIONS ADMINISTRATIVE ASSISTANT

The Town of Bremen has an opening for an administrative assistant/accounts payable position. Involvement with the Bremen Chamber of Commerce functions and activities will be required. Candidates need to be knowledgeable in Excel and Word, have excellent communications skills and be well organized. Position will require a working knowledge of various permits/codes and receipting monies from the Violations Bureau. Position requires daily accounts payable functions through the Clerk-Treasurer's office. Applications will be accepted until February 21, 2019.