



98 Bank Street • Seymour, CT 06483 • Website: nvhd.org
Tel: 203-881-3255 • Fax: 203-881-3259

ADMINISTRATIVE ASSISTANT

Naugatuck Valley Health District seeks an organized, detailed and reliable individual for reception and action-oriented general office duties. A successful candidate is proficient in typing and computer skills. He or she 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. Five years experience preferred. Bilingual a plus.

The position is full-time for 35 hours per week with excellent benefits. Pay range is \$16 to \$18 per hour depending on experience. To apply submit resume by 12:00 PM on December 7, 2009, to Karen Spargo, Naugatuck Valley Health District, 98 Bank Street, Seymour, CT 06483 or email to clindholm@nvhd.org.

November 19, 2009
AA/EOE