

**Barnstable County Retirement Association**  
**750 Attucks Lane, Hyannis, MA 02601**  
**508-775-1110**  
**[www.barnstablecountyretirement.org](http://www.barnstablecountyretirement.org)**

We are seeking a qualified applicant for an entry level position for the Barnstable County Retirement Association which is a municipal retirement system.

**Confidentiality:**

- Must maintain confidentiality in all aspects of the position.

**Responsibilities:**

- Provide superior service to our members and retirees.
- Perform general office functions including (but not limited to): handling calls, walk-in visitors, emails, office correspondence, mail/mailling projects, filing, updating software databases, file maintenance, and scanning.

**Skills:**

- Excellent organizational and communication skills
- Working knowledge of office equipment such as adding machines, printers, scanners, copiers, and fax machines
- Ability to quickly learn new software and navigate on a PC.
- Working knowledge of Microsoft Office (Word, Excel, and Outlook)
- Keen attention to detail and ability to problem solve.
- Ability to multi-task and prioritize work in a confidential environment.

**Benefits:**

- Health/Dental/Life Insurance
- Paid Time off
- Retirement Pension Plan

**Education and experience:**

- High School diploma or equivalent; Associate Degree in accounting/business preferred; or any equivalent combination of education, training and experience. Experience in MA Public Pension system and/or PTG software a plus.

**Schedule:**

- Office hours are Monday-Friday 8:00am -4:00pm with a half-hour lunch break.
- Starting salary \$50,602.50

*This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*

**HOW TO APPLY:**

Please submit application (located on our website), cover letter and resume to Susy Holmes via email to [sholmes@barnstablecountyretirement.org](mailto:sholmes@barnstablecountyretirement.org)

**Applications will be accepted until noon on October 13, 2023.**

*Barnstable County Retirement Association is an equal opportunity employer. We encourage diversity in our workforce and are committed to creating an inclusive environment for all employees.*

Reasonable accommodation for people with disabilities are available upon request. Please contact Susy Holmes, Barnstable County Retirement Association ADA Coordinator at [sholmes@barnstablecountyretirementassociation.org](mailto:sholmes@barnstablecountyretirementassociation.org) or call 508-775-1110