

GLOUCESTER CONTRIBUTORY RETIREMENT SYSTEM BOARD

P. O. Box 114

GLOUCESTER, MA 01931-0114

Patricia Ivas, Exec .Director

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Chairman Douglas A. MacArthur

Board Members

Kenny Costa

Juanita Escobar

James V Hannon, Jr.

Donna Leete

Job Posting

Position: Assistant Executive Director of the Gloucester Retirement System

General Statement of Duties and Responsibilities:

Assist new members with completing forms and counsel all new members regarding retirements, buybacks and make ups. Post deductions both manually and electronically, manage website, responsible for retirement payroll, notice posting and agenda packages and enter new members into Retirement Software and other functions as required. Must be willing to attend multi-day conferences or seminars in Massachusetts.

Qualifications:

Strong mathematical skills

Word and Excel proficient

Knowledge of PTG software as MGL Chapter 32 is preferred

Bachelor's degree and 5 years of administrative experience is preferred

Pre-employment physical, CORI and practical test will be required

Work Schedule:

8:30 am-4:30 pm with 1 hour unpaid for lunch (35 hour work week)

Remote work is not an option

Salary Range:

Compensatory with experience

Application Deadline:

Until position is filled

To apply for this Position:

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