

**ASSISTANT RETIREMENT ADMINISTRATOR**

Reading Retirement Board  
2 Haven Street, Unit 307  
Reading, MA 01867

**37.5 HOURS PER WEEK**

**SALARY RANGE ANNUALLY \$60,958-\$72,852**

The Reading Retirement Board is seeking a qualified individual to assist in the administration of the retirement system. This individual would work under the supervision of the Retirement Administrator and the Reading Retirement Board.

Interested individuals must have strong mathematical, interpersonal, organizational, communication, computer and accounting skills. Knowledge of Microsoft Excel and Word is required. Knowledge of M.G.L. Chapter 32, PERAC regulations and PTG computer software desirable. Must maintain a strict level of confidentiality. To request a job description, please contact Elaine Kelly at [ekelly@ci.reading.ma.us](mailto:ekelly@ci.reading.ma.us).

Resume and Application Form required. Download Application Form from the Town of Reading website or e-mail [ekelly@ci.reading.ma.us](mailto:ekelly@ci.reading.ma.us). Please mail applications and resumes to Elaine Kelly, Retirement Administrator, Reading Retirement Board, 2 Haven Street, Unit 307, Reading, MA 01867. Position open until filled. EO/AAE

See complete job description at:

<https://www.readingma.gov/DocumentCenter/View/15655/2023-04-24-FINAL-Asst-Administrator>