

Worcester Regional Retirement System
23 Midstate Drive, Suite 106
Auburn, MA 01501
508-832-6314
www.wrrboard.org

Worcester Regional Retirement System is seeking a qualified applicant for a full-time position, who will serve as an Office Assistant.

Responsibilities:

- Provide outstanding customer service to our members and retirees
- Independently perform several general office functions including but not limited to office correspondence, mail, mailing projects, filing, updating individual's information in the software database, maintenance of both member and retiree files

Skills:

- Applicant should have excellent math, communication & organizational skills
- Working knowledge of office equipment, like printers and fax machines
- Working knowledge in MS Office and MS Excel
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task

Benefits:

- Health Insurance
- Dental insurance
- Paid time off
- Retirement Plan
- Vision insurance

Schedule:

- Office hours are Monday thru Friday, 8:00am to 4:30pm – on location, no remote

Education: High School Diploma Required -Associate Degree (Preferred)

Resumes will be accepted on an ongoing basis until the position is filled. To apply, please either mail your resume to our office to the attention of Rachel Grimaldi, Executive Director, or email it to rgrimaldi@wrrboard.org.

Worcester Regional Retirement System is an EEO/AA employer.