

JOB POSTING

ADMINISTRATIVE ASSISTANT

The Springfield Retirement System is seeking to hire a full-time qualified Administrative Assistant.

Candidates may submit their letter of interest and resume via email to Susana Baltazar, Executive Director, Springfield Retirement System at sbaltazar@springfieldcityhall.com.

A detailed job description is available upon request. Salary ranges from \$39,000 to \$47,000 – Salary to commensurate depending on knowledge and experience.

The position will remain open until it is filled.