

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 in municipal retirement system.

Responsibilities:

- Provide great customer service to our members and retirees, answering calls and handling walk-in visits
- Independently perform several general office functions including but not limited to office correspondence, mail and 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 Pension 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 (Preferred)

Please send cover letter and resume to anne@wrrboard.org. Resumes accepted on an ongoing basis until the position is filled. Worcester Regional Retirement System is an EEO/AA employer.