



**Town Manager's Office
Town of Hopkinton
1 Town House Road
Hopkinton, Rhode Island 02833**

**ADMINISTRATIVE ASSISTANT TO THE
TOWN MANAGER**

HOPKINTON, RI: Part-time, non-union position, 29 hours weekly, \$22.69, per hour. Candidates must possess an Associate's degree and a minimum of three years' experience in a comparable municipal position or other related field. Must be dependable, self-motivated, and detail-oriented with excellent computer, typing, verbal and written communication skills. Applications are available online at hopkintonri.org. Interested persons must submit a cover letter, resume and application to Town Manager William A. McGarry, c/o 1 Town House Road, Hopkinton, RI 02833 by September 22nd, 2020. No electronic applications will be accepted. EEO Compliant.