



Town of Newbury

Office of the Board of Health

12 Kent Way
Byfield, MA 01922
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April 25, 2024

The Newbury Health Department is seeking an energetic and enthusiastic candidate for the part time position as the Board of Health's Administrative Assistant. This position works under the supervision of the Health Director and the Board of Health Members. The position requires multi-tasking, in a fast-paced office. This position requires a strong desire to serve the public, effective communication skills, customer service orientated and the ability to prioritize work and meet deadlines. Applicants must have solid computer skills.

High School degree or GED and driver's license required.

This is a non-benefitted position for 19 hours a week.

Hourly range: \$16.00-\$22.00 per hour.

Position will remain open until filled