



**City of Auburn
NORWAY SAVINGS BANK ARENA
Administrative Assistant**

The City of Auburn is seeking a full-time Administrative Assistant for its Norway Savings Bank Arena, due to open in November, 2013. Responsibilities include assisting the Arena Management in preparation of revenue/expense reports and rental invoices; preparation of the annual budget; development of promotional brochures, flyers, newsletters and press releases for arena activities; and a variety of other customer service and administrative duties. Successful candidate must have excellent organizational, customer service, interpersonal and computer skills, including Microsoft Office Suite and Adobe Creative Suite. Background in budgeting and accounting preferred. Starting hourly wage is \$14.80/hr with a competitive benefits package.

Send resumes and cover letter to Deborah Grimmig, Human Resources Director, City of Auburn, 60 Court Street, Auburn, ME 04210, Tel. 207-333-6601 ext 1414 or 1416. E-mail address is dgrimmig@auburnmaine.gov .



The City of Auburn is an Equal Opportunity Employer