

Office Hours  
Monday 8 to 7  
Tuesday – Thursday 8 - 4  
Friday 8 to 12 Noon  
Tel: 978-356-3915

**EASTERN ESSEX DISTRICT  
DEPARTMENT OF VETERANS' SERVICES  
TOWN HALL 25 GREEN STREET, IPSWICH, MA 01938**

## **Eastern Essex District of Veterans' Services**

### **Job Posting**

Eastern Essex District of Veterans Services seeks qualified candidates for fill a full time Administrative Assistant position. Position serves as the first point of contact for assisting Veterans with the necessary paperwork to apply for VA and State Benefits. The successful candidate will assist in keeping the office in compliance with M.G.L. Chapter 115 Benefits. Experience required: at least 2 years in an administrative position, strong computer and organization skills. Associates Degree preferred. Must have excellent customer service skills and a strong desire to help our Veterans get the benefits they deserve. AA/EEO.

To apply please email resume and cover letter to: [e.essex.vets@verizon.net](mailto:e.essex.vets@verizon.net) or Eastern Essex District, 25 Green Street, Ipswich, MA 01938. Application will be accepted until position is filled, with an initial cut-off day of November 23, 2015