



*Town of Ludlow, Massachusetts*  
*Human Resources*

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**EXTERNAL POSTING - NOTICE OF VACANCY  
BUILDING DEPARTMENT**

The Town of Ludlow is currently seeking applications for a Temporary, Part-Time Clerical Assistant to perform various administrative and clerical tasks to support the daily function of the Building Department. This is a 15-20 hour per week non-benefited position. Duties include, but are not limited to, a wide range of clerical and administrative functions including: greeting and assisting customers; answering phone calls; maintaining organized files; data entry, processing permits and performs other similar or related duties as required, or as situation dictates.

Interested candidates must have excellent customer service skills, be proficient with software applications and Microsoft Office and be a quick learner. Hours are flexible, but must be able to work 4-5 hours daily, Monday through Friday. This is a temporary, non-benefited position. Starting rate is \$14.25 per hour.

Interested candidates must submit a letter of interest and Town of Ludlow job application for consideration via email to [HRjobs@ludlow.ma.us](mailto:HRjobs@ludlow.ma.us) or mail to Human Resources Dept, 488 Chapin Street, Ludlow, MA 01056.

The Town of Ludlow is an EOE/AA.