

## Vacancy Announcement

We are looking for an organized, detail oriented, positive person to serve as the Office Assistant for the Eastern Massachusetts National Wildlife Refuge Complex, headquartered out of the Great Meadows National Wildlife Refuge in Sudbury, MA. The Office Assistant supports the work of refuge staff by providing information to refuge visitors and callers, processing travel, time and attendance, purchasing, and personnel actions, managing financial database entries, maintaining the filing system and our official records, assisting with the volunteer program, and updating our websites. This is a full time position. There may be occasional travel involved, but generally the Office Assistant will be in the refuge office Monday through Friday during office hours (8 am to 4 pm).

The vacancy opens on Thursday July 31, 2014 and closes on Wednesday August 13, 2014. To learn more about the position or to apply, go to <https://www.usajobs.gov>. Search for positions in Sudbury, MA or for job announcement number R5-14-1176537.