**Administrative Assistant**

The Northeastern Connecticut Council of Governments (NECCOG) is accepting applications for a part-time position of Administrative Assistant. Responsibilities include, but are not limited to the following: Transit Scheduling and Related Customer Service, Addresses questions and provides basic information for the Animal Services Program - including adoption related activities, Receive and direct visitors and telephone calls and full range of administrative/clerical office support. Other duties may be assigned. Qualifications: Three years successful office experience or post-secondary vocational training in office management; knowledge and practical experience in Microsoft Word, Excel and Access. Interested applicants should send cover letter and resume to Executive Director, PO Box 759, Dayville, CT or email to neccogoffices@neccog.org. Open until filled. AA/EOE.