

WAREHAM FIRE DEPARTMENT

ADMINISTRATIVE COORDINATOR



Administrative Coordinator

Full-Time• 40 Hours per Week• \$29.00-\$31.00 per Hour• Union Position

Position Summary

The Wareham Fire Department is seeking an experienced and highly organized Administrative Coordinator to provide administrative and operational support to the Department. The position will provide support in the areas of administration, payroll, purchasing, records management, and Fire Prevention.

Essential Responsibilities

- Provide general administrative and clerical support to the Fire Department.
- Assist with payroll, including reviewing timesheets, leave records, and related documentation.
- Process and maintain purchasing records, invoices, receipts, and purchase orders.
- Assist with budget tracking, expenditure records, and basic bookkeeping functions.
- Maintain accurate departmental records, files, spreadsheets, and databases.
- Provide administrative support to the Fire Prevention Division, including permits, inspections, reports, and related records.
- Respond professionally to telephone calls, emails, inquiries, and requests from employees, vendors, residents, and the public.
- Maintain confidentiality of sensitive personnel, financial, and departmental information.
- Perform other related duties as assigned.

Qualifications

The successful candidate will be an experienced administrative professional with:

- Strong organizational and time-management skills.
- Excellent attention to detail and accuracy.
- Strong spreadsheet and numerical skills.
- Basic bookkeeping and financial recordkeeping skills.
- Experience reviewing and maintaining payroll, purchasing, invoice, and budget-support documentation.
- Proficiency with Microsoft Office, particularly Excel and Word.
- Strong written and verbal communication skills.
- Ability to manage multiple priorities, meet deadlines, and work independently.
- Professional judgment and the ability to maintain confidential information.

Municipal government, public safety, payroll, purchasing, or Fire Prevention administrative experience is preferred.

Compensation & Benefits

\$29.00-\$31.00 per hour | 40 hours per week | Union Position

Benefits include health insurance, vacation time, personal time, and holidays, in accordance with applicable District policies and the collective bargaining agreement with Public Employees Local Union 1249.

How to Apply

Please submit a resume and cover letter to:

Wlemieux@warehamfiredistrict.org For a complete job description visit: Warehamfiredistrict.org

Application Deadline September 28, 2026 at 3:00 P.M.