

Help Wanted

Town of Jefferson

Administrative Assistant

The town of Jefferson is seeking to hire a Full-time dynamic, and highly organized Administrative Assistant to the Select Board.

Candidates are responsible to coordinate the daily administrative functions of the Office of the Selectmen. Candidates should have experience in secretarial practices and procedures. The selected candidate would be expected to establish effective working

relationships with and among all town

departments, boards, commissions, committees, employees, and the public. This position assists the Board of Selectman in coordinating a wide variety of general administrative functions and performing a full range of secretarial and administrative support duties. Qualified applicants are required to possess a high school diploma and college business classes preferred.

Experience is preferred but not required. Full-time benefits include

NH retirement, health insurance, and earned-time. Salary is

\$30.00 per hour for a 36 hour work week. For consideration, please send resume and application to Board of Selectmen, P.O. Box 81

Jefferson, NH 03583 or email to administrativeassistant@jeffersonnh.org. For applications you can visit our website jeffersonnh.org