

HELP WANTED

TOWN OF JEFFERSON NH

Administrative Assistant to the Select Board

Full Time Position with Individual Health Insurance and NH Retirement, Excellent benefits, Wages depending on qualifications:

36-40 hours per week.

Looking for a self starter who is skilled with administrative bookkeeping, and clerical work to support the activities of the Town and the Select Board.

Assists with the day to day operations of the Town Office and supports all Town Elected and Appointed Officials as needed.

Position requires formal education, administrative skills and 5 years administrative work experience; or equivalent.

Applications can be picked up and returned to the Town Office at 178 Meadows Road, Jefferson NH 03583 or printed from the Town Website and returned to the Town Office.

Salary commensurate with Education and Experience. This position will be posted until filled.