

Office Assistant – Water Department

Town of Franconia

The Town of Franconia Water Department is now accepting applications for a part-time Office Assistant. Duties will include performing a wide variety of professional, administrative and clerical duties for the Water Department. Responsible for preparing/ mailing quarterly billing notices, assist Water Commissioners with monthly, quarterly and yearly reports, attend and take minutes of monthly meetings, receive telephone calls and visitors, and prepare a variety of correspondence and distribute as necessary. **HOURS:** 10-15 hours per week; Monday through Friday. (*days and hours to be determined by Water Commissioners at onset)

High School Diploma or GED; two years secretarial or clerical experience; or any equivalent combination of education and experience. QuickBooks and Excel knowledge desirable.

To Apply:

Please mail your cover letter and resume to Franconia Water Department, PO Box 900, Franconia, NH 03580.

Salary: Salary Range \$14.00 - \$16.00 per hour

Closing Date: May 5, 2017