

ADMINISTRATIVE ASSISTANT

(Part-Time Hours)

The Town of Plaistow, NH is seeking a highly motivated, detail-oriented individual who can multi-task and work in a team environment, providing day to day quality and responsive administrative support to the Fire Department. Position requires proficiency with Microsoft Office Suite, particularly MS Excel and Word. Candidate will be asked to work with other non-Microsoft products specific to the fire service data collection software (e.g. Firehouse, Red Alert, etc). Candidate must possess strong written and verbal communication skills. Ideal Candidate will perform administrative and clerical work of moderate difficulty including data entry, creating documents, assisting others with inquiries, complaints, and problem resolution, composing correspondence, maintaining files, invoice processing, answering the telephone and interacting with the public. Preferred Qualifications: Associates degree and two years of progressively responsible clerical or administrative experience, proficiency in Microsoft applications, or a combination of education, training and experience which provides the knowledge and skills required for municipal government workplace success. This is a part-time 20-hour weekly position. Send cover letter and resume to: Town of Plaistow, Attn: Human Resources Office, 145 Main Street, Plaistow, NH, 03865. E-mail letter and resumes are acceptable to: lsadewicz@plaistow.com. Hourly position with pay up to \$18.00, is an exempt position; DOQ/EOE with some benefits. Responses will be accepted until the position is filled.