

THE TOWN OF CARROLL

POSITION AVAILABLE

Administrative Assistant

We are currently accepting applications and resumes
for this FULLTIME (40 Hours) Position

Duties will include but are not limited to: performing a variety of clerical, secretarial and administrative work in keeping official records, providing administrative support to the Select Board and assisting in the administration of the standard operating policies and procedures of the Town.

MUST be hard working, highly motivated, self-managed, organized and detail orientated. Proficiency in MS Office is required.

Excellent Customer Service Preferred

Competitive Wages

Generous Benefits Package: Medical & Dental Insurance, Life Insurance, Short & Long-Term Disability, Paid Time Off (holidays, vacation, sick time)

Download an Application from Town Website: www.townofcarroll.org
or pick up at Selectmen's Office

Town of Carroll
92 School Street, PO Box 146
Twin Mountain, NH 03595
selectmen@townofcarroll.org

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