TOWN OF BETHLEHEM

ADMINISTRATIVE ASSISTANT POSITION

The Town of Bethlehem is seeking an Administrative Assistant for beautiful Northern New Hampshire community and gateway to the White Mountains, with a population of 2,600.  The Administrative Assistant reports to a 5 member Select Board.

A successful candidate will be an excellent team leader, have strong experience in local government operations, exceptional communication, interpersonal skills, solid finance/budgeting and analytical skills, and experience in human resources.  Prior experience working as a consensus builder with an actively engaged local community is desirable.  Must be fluent in computer software programs and requires a bachelor’s degree in administration, public administration, management, or related field with 5 years’ experience.

The town of Bethlehem is offering competitive compensation and benefits.

Submit an application letter and résumé, to Gabe Boisseau, Chairman, Board of Selectmen, PO Box 189, Bethlehem NH 03574 or selectman3@bethlehemnh.org. Position is open until filled.  Résumés are kept in confidence.  EEO Employer.