

Town of Atkinson
Wanted: Temporary Office Assistant

The Town of Atkinson's Town Clerk's Office is seeking a reliable individual for the temporary position of Office Assistant, from December 3, 2018 through March 29, 2019.

Prospective candidates must have basic office skills and a working knowledge of Microsoft Office, including Outlook, Word and Excel. Excellent phone skills and time management skills are required.

Experience working with the public is helpful, but the appropriate guidance will be provided to an energetic individual who is willing to learn and assist Atkinson residents.

Applications are available on line at www.town-atkinsonnh.com under "Careers/Volunteers", or in the foyer of the Atkinson Town Hall. Please return letters of interest and applications, clearly labeled "Town Clerk Assistant", to:

Town of Atkinson
21 Academy Avenue
Atkinson, NH 03811.

For additional information, please contact Town Administrator Alan Phair, at (603) 362-1060, townadmin@atkinson-nh.gov; or Barbara Snicer at (603) 362-5266, bsnicer@atkinson-nh.gov.