

## **Part-Time/Temporary Office Assistant Town of Pelham, NH**

The Town of Pelham, NH is seeking applications for the position of Part-time/Temporary Office Assistant. The Office Assistant reports to the Board of Selectmen and Town Administrator. Proficient in MS Office products a must. Compensation is commiserate with qualifications.

For additional information and a full job description, please see our website at [www.pelhamweb.com/employment](http://www.pelhamweb.com/employment). Cover letter, resume and application should be mailed to Town of Pelham, Office of the Selectmen, HR Coordinator, PT Office Assistant Position, 6 Village Green, Pelham, NH 03076 and be received no later than Friday, October 21, 2016 at 4PM EST. No phone calls please.

The Town of Pelham, NH is an Equal Opportunity Employer