

## **The Pelham Senior Center**

### **PT-Office Manager**

### **Position Opening**

The Pelham Senior Center has (1) part time position open for an office manager. The Senior Center Office Manger position responsibilities include but are not limited to: managing the appointment log and bus schedule; overseeing the Bingo program; answering the phone and making calls as needed; assisting seniors; maintaining the membership data base, volunteer log, and monitoring supply inventory. Proficiency with Microsoft Word, Excel and Access is required. This position has a May 31, 2016 start date at \$12 per hour for a 20 hour work week. For a full job description, and application instructions, please visit our website at <http://www.pelhamweb.com/employment>. Application, cover letter and resume should be sent to the Selectmen's Office, Attn: Sara Landry, 6 Village Green, Pelham, NH 03076 by 4pm on March 25, 2016. No phone calls please. The Town of Pelham NH is an Equal Opportunity Employer.