



TOWN OF PELHAM

Office of the Selectmen

6 Village Green Pelham, NH 03076

Tel: (603) 635-8233

Fax: (603) 635-8274

Email: selectmen@pelhamweb.com

March 15, 2024

Part-Time Secretary – Cemetery Department

The Town of Pelham is seeking applicants for a part-time Secretary in the Cemetery Department. This position is scheduled for approximately 20 hours per week. The anticipated starting wage is \$18.50 per hour. No benefits are offered for this position. Duties will be completed under the supervision of the Cemetery Board of Trustees and/or the Town Administrator.

The successful candidate will have a knowledge of general office equipment and software tools, including but not limited to, Microsoft Office (Word, Excel, etc.) and possess strong keyboarding, written and oral communication, and interpersonal skills. This position will interface with other Town employees and the public.

Visit the Town website at www.pelhamweb.com/employment for the application form.

Applications, along with a resume, should be mailed to:

**Attention: Board of Trustees
Pelham NH Cemetery Department
45 Marsh Road
Pelham, NH 03076**

Applications will be accepted until the position is filled. Candidates will be considered as they apply.

Town of Pelham is an equal opportunity employer.