

Administrative Assistant/Select Board Assistant Job Posting

The Town of Wilton seeks qualified candidates to fill the position of Administrative Assistant to the Select Board and Town Administrator. This position performs a full range of complex administrative support duties in accounts payable, payroll, to assist in the maintenance or related office duties within the Select Board Office. Researches, prepares and maintains materials related to assigned projects; attends meetings to take and transcribe minutes. Municipal experience required

The ideal candidate must possess a High school diploma and/or associates degree or three (3) years of municipal experience or knowledge and level of competency associated with the completion of an associates' degree in business administration or a related field.

To Apply:

Resumes shall be addressed: Wilton Select Board, Recruitment Admin Assist, 42 Main Street, P.O. Box 83, Wilton, NH 03086 or recruitment@wiltonnh.org and will be accepted up to **May 10, 2018**.

Salary:

Benefit package and salary commensurate with qualifications and experience.