

Advertisement:

The Town of Allenstown is looking to fill the part time position of Administrative Assistant for the Fire Department. This is a part time, 20 hour per week position. The candidate will be required to successfully complete an oral interview, writing and editing test, Excel spread sheet and submit to a thorough background investigation. Interested applicants can submit a cover letter, resume and an application for employment to Chief Dana Pendergast at the Allenstown Fire Department, 1 Ferry Street, Allenstown, NH 03275 or email to dpendergast@allenstownnh.gov

Closing for submittals is April 3, 2015 at 5PM.

The Town of Allenstown is an equal opportunity employer.

For Job Description and application, go to www.allenstownnh.gov