



Allenstown Sewer Commission

35 Canal Street
Allenstown, NH 03275
603-485-5600
F# 800-859-0081
amartel@allenstownnh.gov



OFFICE ASSISTANT

Full time 40 hours per week

- Reports to: Superintendent and Business Manager
- General description: Provides administrative support to the Business Manager and others to maintain an efficient office environment.
- Responsibilities: **May include but not limited to:**
- Answer phones and transfer to appropriate staff
 - Greet public and direct them to the appropriate staff member
 - Receive, sort and distribute incoming mail
 - Fax, scan and copy documents as needed
 - Maintain office filing
 - Generate monthly billing
 - Data entry into Quickbooks software
 - Prepare deposits and deliver to bank
 - Update and maintain internal staff contact lists along with all Town Departments
 - Maintain purchase order system
 - Ordering of supplies requested from staff members
 - Monitor customer receiving system and activity
 - Process incoming customer payments
 - Entering and processing of invoices
 - Process of NH Retirement System reporting

- Qualifications:
- Graduation from high school, supplemented by special courses in business
 - Ability to use computer based management systems, use of e-mail, and the internet to research assigned projects.
 - As a condition of employment, the successful candidate must pass a criminal background check and pre-employment physical including drug screen.

- Licenses/certifications required:
- Valid NH driver's license
 - Associates degree in a Business related field preferred but not required
 - Minimum 2 years business experience preferred