

Town of Exeter  
Exeter NH 03833

## ***JOB VACANCY***

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Date of Notice: May 14, 2019

Position: **Executive Assistant to Town Manager**

Pay Range: Starting rate \$27.59/ Hour

**Requirements:** The Town of Exeter is currently seeking a full time Executive Assistant to the Town Manager. The position also provides support to the Select Board. The successful applicant will be detail oriented, flexible, able to multi-task, have excellent verbal and written communication skills and able to maintain records files. This individual also administers the Human Services program to those in need. Must be able to deal with emotionally stressed clients and keep accurate account and records. Exceptional computer skills, organizational skills, and the ability to maintain positive internal and external relationships are required. Must be able to strictly maintain confidential information and exercise discretion in delicate situations.

**Qualifications:** Knowledge and level of competency commonly associated with an associate's degree, with coursework in human services, business related field. Experience sufficient to understand the diverse objectives and functions of the position, usually interpreted to require three to five years of experience, preferably in a municipal environment; or any equivalent combination of education or experience which demonstrates possession of the required knowledge, skills and abilities. Knowledge of MS Office including word and excel required.  
Email application, cover letter and resume to: [dcisewski@exeternh.gov](mailto:dcisewski@exeternh.gov)

Closing date - May 31, 2019

**Email** application, cover letter and resume to: [dcisewski@exeternh.gov](mailto:dcisewski@exeternh.gov)

*The Town of Exeter is an equal opportunity employer and does not discriminate based on race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, marital status, sex, age, veteran status, sexual orientation, or any other category protected by law.*