



PLEASE POST
JOB OPPORTUNITY
TOWN OF MOULTONBOROUGH

Floater/File Clerk: General office work of filing, copying materials, basic data entry, and assisting staff and customers. Must be in last 2 years of high school or have graduated from high school (or GED), knowledgeable in basic office equipment and business software applications for word processing, spreadsheets, and the like, able to work in a pleasant and effective manner with others, and be oriented toward front line customer service. (20+/- hours/wk year round).

Submit application letter, resume and standard town application form, available at www.moultonboroughnh.gov (Click on Paid, Volunteer and Contract Opportunities) or Town Hall, to Mr. Carter Terenzini, Town Administrator, 6 Holland Street, PO Box 139, Moultonborough, NH 03254. Position(s) open until filled; review begins on January 26, 2012. EEO Employer.

Posted: Town Bulletin Boards (7)
SAU

Advertised: Meredith News & Carroll County Independent 01/05/12 & 01/12/12
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Web: Craigslist; winnipesaukee.com; NH Dept of Employment Security;