

**Village District of Eastman
Career Opportunity
Starting Date January 2012**

Office Manager for Public Water Supply Municipality:

The Village District of Eastman (VDE) is seeking a career minded individual who possesses the skills necessary to staff and operate the District's office 40 hours per week.

Job Description Summary: Responsible for administrative duties required for the VDE's office in Grantham, NH. These duties include serving as the VDE's primary contact with its customers, updating and maintaining the VDE's financial records and data bases, and serving as the primary keeper of the records for the District. A complete job description may be found at www.eastmanh2o.org

Experience: Minimum requirements. Associates degree in business administration or related experience. Three to five years of progressive work history.

Supervision: Reports to the District Manager, interacts with field staff, and must be able to work independently.

Work Week: 40 hours Monday –Friday 8AM-4:30 PM with occasional overtime.

Compensation and Benefits: The position is paid an hourly wage, with the starting wage depending on the experience of the applicant. The wage will be reviewed once per year. The District provides 90% of Medical and 100% of dental premiums. STD is fully funded by the District. Liberal vacation and sick leave policy. Eligible for participation in the New Hampshire Retirement System.

Other: The District is an Equal Opportunity Employer..

Deadlines: The district will be accepting applications through November 22nd, 2011. The objective is to offer the position by late December, for a mid-January start date.

How to apply: Send resume' with contact information and cover letter. No phone calls please.

Mail: Village District of Eastman
P.O. Box 990
Grantham, NH 03753

Fax: (603) 863-9794

E-mail: weber@eastmanh2o.org

The Village District of Eastman reserves the right to change, modify, or postpone any of the dates in this ad without notice.