

TOWN OF
Seabrook, New Hampshire

99 LAFAYETTE ROAD
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WWW.SEABROOKNH.INFO

PUBLIC NOTICE
PART-TIME EMPLOYMENT OPENING
RECEPTIONIST - SEABROOK RECREATION DEPARTMENT

The Town of Seabrook is accepting applications for positions of Part-time Receptionist for the Seabrook Recreation Department.

Job Requirements:

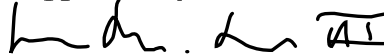
- Must be 18 years or older.
- High school diploma or GED equivalent.
- Experience working in an office setting assisting the public.
- Previous experience and demonstrated proficiency in various computer software programs and online registration software specifically recreation software.
- Previous experience developing and maintaining various forms of marketing material.
- Proper phone etiquette and forwarding and recording messages.
- Previous experience in customer service a plus.
- Must be able to pass a physical, drug screening and criminal background check.

Salary: \$12.295 per hour.

Hours: (15-25 hours per week), varies seasonally - weekdays, weekends, day and evening shifts. Additional hours may become available when in need of substitution.

Applications and copies of the job description may be obtained at the town hall from the Office of the Town Manager (99 Lafayette Road, Seabrook, NH 03874, 603-474-3252) from 8:00 a.m. to 4:00 p.m. weekdays. Applications will be accepted until position is filled.

Approved by;



William M. Manzi, III
Town Manager

WMM/kjo

Date Posted: July 21, 2021

EQUAL OPPORTUNITY EMPLOYER

Town Hall, Community Center, Fire Station, EMO, DPW, Police Station, Water & Sewer Department, Wastewater Treatment Plant, Highway Garage, Transfer Station.