



Town of New Boston
7 Meetinghouse Hill Road
PO Box 250
New Boston, NH 03070

Job Opening: Executive Assistant to Town Administrator/Human Resource Director/Assessing clerk

The Town of New Boston, NH (population 6,100) is currently accepting applications and resumes for a full time Executive Assistant to the Town Administrator/Human Resource Director and Assessing Clerk. Qualified candidates must have knowledge and experience in all three categories. This individual will work closely with the Town Administrator and must have at least ten years of municipal experience. The salary is commensurate with experience.

Please submit an application, cover letter and resume to the Town Administrator's email at p.branscombe@newbostonnh.gov Resumes will be accepted until the position is filled.

The Town of New Boston is an Equal Opportunity Employer