



TOWN OF CHARLESTOWN BOARD OF SELECTMEN OFFICE MANAGER

The Town of Charlestown, Board of Selectman's office is currently accepting applications for the role of Office Manager. Our ideal candidate is experienced in handling a wide range of administrative and support related tasks, well organized, flexible, and enjoys the challenges of supporting an office of diverse people. A thorough knowledge of New Hampshire local government is beneficial but not required. Municipal management experience is highly desirable. Position open until filled.

Applications may be found at www.charlestown-nh.gov or at the Town Office 233 Main St. Charlestown

Interested candidates should submit a cover letter, resume & completed application to:

**Charlestown Town Office
Human Resources Department
PO Box 385
Charlestown NH 03603**

An application may be found at www.charlestown-nh.gov or at the Town Office 233 Main St.