

Now Hiring: Administrative Assistant

\$20-\$23/hour

Town of Danbury - Danbury, NH

Work Location: In person - 23 High St Danbury NH 03230

About the Role:

The Town of Danbury is seeking a highly organized and detail-oriented Administrative Assistant to help keep our office running smoothly. This role supports daily operations, handles administrative duties, and provides excellent customer service to the public and internal departments.

Key Responsibilities:

- Answer and direct phone calls with professionalism
- Manage office schedules, files, and supplies
- Perform accurate data entry
- Support various departments administratively
- Provide exceptional in-person and phone customer service
- Use QuickBooks for basic financial tasks (invoicing, payroll, AP)
- Maintain confidentiality and organization
- Assist with payroll and accounts payable duties

Qualifications:

- Strong time management and multitasking skills
- Excellent communication and administrative abilities
- Proficiency in office software and data entry
- Familiarity with QuickBooks preferred
- Ability to work independently and with a team

Benefits:

- Health Insurance
- Paid Time Off
- Retirement Plan

To Apply:

Submit your resume to danbury_selectmen@comcast.net