



TOWN OF WINCHESTER

INCORPORATED JULY 2ND 1753

1 Richmond Road • Winchester, New Hampshire 03470
Voice: (603) 239-4951 • TDD Access: Relay NH 1-800-735-2964
www.winchester-nh.gov



Town of Winchester Employment Opportunity Administrative Assistant

The Town of Winchester will be accepting applications for a part-time Administrative Assistant. Provides administrative and clerical support to assist the Town Administrator in the management and coordination of the day-to-day operation of the Town Hall. The day-to-day tasks will include the ability to assist the public in a courteous manner, attend meetings and transcribe minutes, prepare correspondence, notices, and newsletters, updating files & documents.

Applications and a job description are available in Board of Selectmen office at Town Hall, 1 Richmond Road, Winchester, or the Towns website, Winchester-nh.gov. Applications are due no later 4:00 pm May 17, 2023, to: Town of Winchester, 1 Richmond Road, Winchester, NH 03470, (603) 239-4951 x1 or email: kminer@winchester.nh.gov. The Town of Winchester is an Equal Opportunity Employer.