

Administrative Assistant (part-time)

The Bristol Fire Department has an immediate opening for a Part-Time **Administrative Assistant**. The Department is seeking energetic applicants that are looking to serve and be a part of this great Lakes Region community. The Bristol Fire Department is staffed by 33 career and call employees who provide fire, rescue, and Paramedic level emergency medical services

The Administrative Assistant plays a vital role in the administration of the fire department. The incumbent acts as the face of the department, greeting citizens, scheduling appointments, and assisting customers. The incumbent is also responsible for ensuring compliance with reports, EMS Billing, scheduling, payroll, and responding to EMS calls as needed.

Position is part-time and scheduled for 25 hours per week. Position is eligible for pro-rated benefits as described in the Town of Bristol Personnel Policy, such as leave time. Position is not eligible for health insurance benefits.

If you are interested in joining our team and community see the requirements below.

Deadline for applications is April 17, 2017 at 1600 hours.

Starting Salary: DOQ

Minimum Qualifications:

- 3 years of experience as administrative assistant, clerk, or closely related employment
- New Hampshire Driver's License *(or ability to obtain NH license)*
- Must pass criminal and N.H. motor vehicle background checks.

Additional Consideration for:

- Licensed New Hampshire EMS Provider, must obtain within first year *(or ability to obtain NH license)*
- Experience in fire or emergency medical services, or healthcare
- Associates Degree or higher in business, office management, or closely related major

Interested applicants should send a cover letter, résumé, and a Town of Bristol application by mail to the address below, or email as a PDF to blaroche@townofbristolnh.org

Bristol Fire Department
Ben LaRoche, Fire Chief
85 Lake Street
Bristol, NH 03222
Ph: 603.744.2632

An application may be found at www.townofbristolnh.org

The Town of Bristol is an Equal Opportunity Employer. (EEO/ADA)