**Town of Newmarket, NH**

**Recreation Department Office Manager**

Newmarket, NH (9,500 pop.), is seeking qualified and experienced candidates for the position of Office Manager for the Newmarket Recreation Department. A dedicated public servant, the next Office Manager will have strong professional skills in organizing finances, streamlining processes, discretion with confidential information, assist in facility operation/organization/cleanliness, provide the highest level of customer service, have a positive attitude/outlook, and practice the Recreation Department’s values & mission each day, as well as, enjoy being part of a local government team striving to serve the citizens of the community. The preferred candidate will hold a BA in one of the following: Recreation / Sports / Event Planning / Leisure Management, Business/Finance, and/or related fields. OR equivalent years of experience in, managerial, financial and/or administrative with sufficient exposure and practical field experience in a recreation department or similar industries. The duties and responsibilities under the Office Manager position include (but are not limited to) actively assisting the Assistant Rec Director and Director in leading the Newmarket Recreation Department in the successful & sustained achievement of its mission to deliver superior recreational services to the residents of Newmarket and to meet the goals assigned to the department by the Town Administrator. In doing this, the Office Manager will primarily be responsible for the management of the front office, which includes: day to day customer service and financial operations, in addition to maintaining the registration system, administrative support with social media platforms, scheduling, personnel processes, public and inter-departmental correspondence, and working in a team environment when it comes to the planning, organization, and direct service of all recreation programs and events.

Starting salary: $16.67 – 21.66 DOQ. Please direct a cover letter, resume, salary history and at least three references to: Office Manager Search c/o Office of the Newmarket Recreation Director, Town of Newmarket Recreation Department 1 Terrace Drive, Newmarket NH 03857 or in pdf format via email at agigandet@newmarktnh.gov All resumes are held in confidence. No resumes will be accepted later than end of business on **March 26, 2018**. For a copy of the job description, please visit [www.newmarketnh.gov](http://www.newmarketnh.gov) under Employment Opportunities or [www.newmarketrec.org](http://www.newmarketrec.org) under Employment Opportunities. Newmarket is an equal opportunity employer.

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