

The City of Keene is seeking an enthusiastic administrative professional to join our Public Works Department team as a full-time **Administrative Assistant II**! If you have excellent customer service and organizational skills, and enjoy keeping busy with a variety of tasks, then this is the job for you!

Responsibilities include, but are not limited to:

- Provide receptionist, clerical and general administrative support to the Public Works Department. Maintain in-depth knowledge of all department functions, procedures and staff.
- Prepare weekly payroll.
- Develop communication pieces implementing a proactive outward facing communication strategy for all Public Works divisions and activities related to functions of the Department Director using social media, press releases and other authorized platforms.
- Position has access to and processes confidential employee and other information and communications so confidentiality is a must!

Requirements include:

- Associate's Degree in office management or related field, plus 1-3 years' secretarial experience; or equivalent combination of education and experience. Background in customer service is desired!
- Proficient using word processing software (mail merge, tables, printing of labels/envelopes), as well as in the use of spreadsheet software. Working knowledge of social media platforms to support education, promotion or distribution of information to the public regarding the department.

Pay Range and Benefits include:

- This full-time position offers a pay range of **\$21.75- \$27.10 per hour**.

Are you used to spending a considerable amount of money on insurance? YOU WON'T HERE! The City of Keene offers low-deductible/low-cost health insurance, low-cost dental insurance and other benefits such as life, disability, defined benefit retirement, paid time off including vacation days, personal days and sick days and more!

Apply today! Please upload your resume and a cover letter before submitting your completed application. **Applications will be accepted until Tuesday, November 15th at 4PM.**

To apply: <https://KeeneNH.gov/jobs>.

Job Description: [Administrative Assistant I](#)

THE CITY OF KEENE IS AN EQUAL OPPORTUNITY EMPLOYER.