

EMPLOYMENT OPPORTUNITY...

The Human Resources Department would like to bring to your attention the following employment opportunity within the Milford School District.

Secretary Athletic Department

Building Location:	Milford High School	Part-Time (10 hours/week)
Send Applications to:	Laura Sebert HR Generalist 100 West Street Milford, NH 03055	603-673-2202 lsebert@milfordk12.org
Position Available:	2018-2019 School Year	

The Milford School District is seeking a part-time Secretary to provide administrative support for the Director of the high School Athletic department. The office has a dynamic and fast-paced workflow; the successful candidate must work well in an environment with flexible and changing tasks while providing professional communications with students, faculty, staff and the public.

The administrative secretary must have excellent office skills, including word-processing ability, experience in organizing and maintaining files, experience in document preparation, with meticulous attention to detail.

Application Deadline: Until Filled

Milford School District is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

posted on 7/19/2018

Interested candidates should submit a Professional Application, Cover Letter, Resume, three letters of reference and copies of transcripts & certification to the Human Resources Office. Internal candidates may submit a Job Bid form with updated resume to the Human Resources Office.