

**Job Title – Part-time: Building & Planning Department Assistant**

Town of Epping – Epping, NH

The Town of Epping is seeking a qualified candidate for the Building and Planning Department Assistant. Candidates must be flexible as hours and days of work can change. Typical work week is Tuesday through Thursday: 10 am to 4pm.

This position is fast-paced and customer-service oriented. Workload volume varies from day to day however, there are also time sensitive deadlines. Candidates must be well-organized, self-motivated, detail-oriented, and must have a professional, friendly demeanor. Applicants must be able to work with a team, be reliable, and handle multiple tasks.

**Job Summary:** This part-time position provides a wide variety of administrative support and secretarial assistance to the Building Inspector and Planning Department. Applicants will perform a variety of duties involving general clerical functions; answering phones and scheduling appointments; working with walk-in applicants.

High School Diploma or one to two years' experience in a municipal setting preferred, or any equivalent combination of education and experience which demonstrates the required knowledge, skills, and abilities. Those applying shall be proficient in Microsoft office as well as be able to learn programs used within the office.

Starting Salary based on experience.

Closing Date for Applications: Noon, September 29, 2017. Cover letter and Resumes may be sent to: Town of Epping, Attn: Phyllis McDonough, 157 Main Street, Epping, NH 03042; or [planningboard@townofepping.com](mailto:planningboard@townofepping.com).

The Town of Epping is an Equal Opportunity Employer.