

Administrative Assistant
Senate President's Office
NH Senate

The NH Senate has a vacancy for an Administrative Assistant in the Senate President's Office. This position is *part-time* and *seasonal*, working no more than 29 hours per week from September through June.

Salary: Starts at \$22.66 per hour.

Summary:

This position performs reception, clerical, and administrative duties for the Office of the Senate President.

Responsibilities:

- Greets and assists all visitors to the Senate President's Office.
- Answers the main Senate Office line and directs calls to appropriate Senator or staff member.
- Assists with the coordination, scheduling, and administration of the Senate Intern Program.
- Assists with Senate events, gatherings, and other projects.
- Sorts and delivers mail to Senate President's Office staff.
- Responsible for the ordering of Senate stationary, envelopes, and business cards.
- Orders office supplies for Senate offices and keeps office supply closet properly stocked and orderly.
- Photocopies documents for Senate President's Office staff, as requested.
- Assists with photocopier maintenance issues, to include paper jams, toner ordering, and calls for service.

Qualifications:

A minimum of one year of prior administrative office experience. Familiarity with legislative language and procedures is preferred, but not required.

A high school diploma or high school equivalency is required.

To apply:

Please email a resume to Jennifer Becker – Administrative Office Director at jennifer.becker@leg.state.nh.us .