

2024-2025 EMPLOYMENT OPPORTUNITIES
INTER-LAKES SCHOOL DISTRICT

Inter-Lakes Elementary School

➤ **Receptionist**

Full-Time, Year-Round

Benefits per Non-Bargaining Benefits Overview

Immediate Opening

The Inter-Lakes Elementary School is seeking a Receptionist. Requirements include a minimum 2 years secretarial or clerical work experience; ability to work independently and multi-task; excellent computer and organizational skills.

Application Deadline: Open until filled

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A complete application packet includes application, cover letter and resume.

Support Staff Applications can be found at: <https://www.interlakes.org/jobs>

Please submit application to: Sarah Briggs, Administrative Assistant
Inter-Lakes School District
103 Main Street, Suite 2
Meredith, NH 03253

or e-mail to: sarah.briggs@interlakes.org

EOE