

2024-2025 EMPLOYMENT OPPORTUNITIES
INTER-LAKES SCHOOL DISTRICT

Inter-Lakes Middle/High School

- **Administrative Assistant**
Anticipated Start Date: July 1, 2024
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- Full-Time, Year-Round
Benefits per Non-Bargaining Benefits Overview

The Inter-Lakes Middle/High School is seeking an Administrative Assistant. This position provides support in the main office and to building administration, manages financial resources such as assisting with the building budget process, purchasing, and student activity accounts. Exceptional organizational skills required. Candidates must be attentive to detail, proficient in Google Suite, MS Office applications and financial software, and able to work in a fast-paced office environment. The successful applicant must meet all required conditions of employment.

Application deadline: Open until filled

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

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

Please submit application to: Karen Koch, Human Resources Coordinator
Inter-Lakes School District
103 Main Street, Suite 2
Meredith, NH 03253

or e-mail to: karen.koch@interlakes.org

EOE