

**Speaker's Office Administrative Assistant / Receptionist  
NH House of Representatives  
Concord, New Hampshire**

**Summary:**

The NH House of Representatives has a full-time vacancy for an administrative assistant / receptionist within the Office of the Speaker of the House. This position performs reception, administrative, and clerical duties for the Office of the Speaker of the House of Representatives. The position is non-partisan.

**Responsibilities:**

- Performs reception duties: Answering and transferring phone calls, greeting and being an informational resource and referral guide for visitors, legislators, and the public.
- Assists legislators with mileage reimbursement, including in-state travel requests, and manages the out-of-state travel and reimbursement process.
- Assists in managing the Speaker's schedule and manages the scheduling of conference rooms.
- Assists the Office with correspondence, memorandums, list maintenance, and other administrative and clerical duties, as requested by the Speaker and the Chief of Staff.
- Maintains and orders office supplies.
- Photocopies documents for the Speaker's Office and assists with photocopier maintenance.
- Assists the public with bill status and general legislative questions and information.
- Provides other administrative services of similar scope for the Speaker's office as required.

**Qualifications:**

Candidate must have excellent customer service, organizational, and communication skills. Proficiency in Microsoft Word, Excel and Outlook is required. The ideal candidate should be public service minded with a general knowledge of state government and a familiarity with / interest in constantly learning about the operation of the state legislature. An ability to work with a broad range of elected officials, legislative branch employees, and deal with public/constituent inquiries with respect and poise is required.

Must satisfactorily complete a background check. Trustworthiness is essential. Must be able to handle and protect sensitive and confidential information.

**Education/Experience:**

High school diploma or high school equivalency credential. Associates degree or bachelor's degree a plus. Three years of pertinent work experience preferred.

**Compensation:**

This position is full time and offers a generous benefits package; salary begins at \$39,097 with opportunity for growth through longevity/performance.

**To Apply:**

Resume, cover letter, and references should be sent to Jennifer Becker - Administrative Office Director at [jennifer.becker@leg.state.nh.us](mailto:jennifer.becker@leg.state.nh.us) .