



Program Assistant I
New Hampshire Liquor Commission
TMPPT2566
Part-Time
Monday through Friday, 8:30 am to 4:00 pm

\$13.61/Hr.

The New Hampshire Liquor Commission is accepting applications for the Program Assistant I position in our Headquarters office located at 50 Storrs Street in Concord. The Program Assistant I will assist the Program Assistant II and Director of Store Operations in the daily functions of Liquor Store Operations. This position will also provide front line support for the Store Operations Division. This includes answering phones, managing supplies for the retail stores, and performing a variety of clerical duties. For more information please contact Charline Everson, Program Assistant II at (603)230-7027 or email ceverson@liquor.state.nh.us.

Position closes on May 27, 2013

PLEASE INDICATE ON YOUR APPLICATION WHAT POSITION & LOCATION YOU ARE APPLYING FOR

MINIMUM QUALIFICATIONS:

Education: High school diploma, G.E.D. or its equivalent. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Three year's experience in a responsible clerical position, including experience in office operations, supply ordering and inventory management, and retail background or related experience.

License/Certification: None required.

The following items are a requirement and need to be completed as a condition of employment:

- **Criminal records check;**
- **Reference check.**

These checks will be performed at the Liquor Commission's expense, and will be performed for new hires, transfers and promotions if one has not been completed in the last 12 months.

All employees will have these background checks completed.

*You can obtain a [state application](#) at any liquor store or contact New Hampshire Liquor Commission, Human Resources, PO Box 503, Concord, New Hampshire, 03302-0503 at (603) 230-7004 hr@liquor.state.nh.us or mail to the address above. In addition, an official application for employment may be obtained from New Hampshire Division of Personnel, 25 Capitol Street, Concord, New Hampshire 03301, (603) 271-3261 or 3262. <http://admin.state.nh.us/hr/>.

EOE