

# #21011 - EXECUTIVE SECRETARY - Internal

---

[View Posting](#)

## EXECUTIVE SECRETARY(Job Id 21011)

**Location:** US:NH:CONCORD

**Category:** ADMIN SUPPORT

**Employment Type:**

**Post Date:** 06/07/2021

**Close Date:** 06/22/2021

**Salary:** 29,152.500-33,871.500  
USD

## Description

State of New Hampshire Job Posting

Department of Natural and Cultural Resources  
Office of Administration  
172 Pembroke Road, Concord, NH 03301

Executive Secretary  
Labor Grade 11  
Position #30185

The State of New Hampshire, Department of Natural and Cultural Resources, Office of Administration, has a full time vacancy for an Executive Secretary.

### Summary:

Performs diverse duties related to reception coverage for the Department of Natural and Cultural Resources (DNCR) Headquarters and provides secretarial assistance as assigned.

### Responsibilities:

As receptionist for the Department of Natural and Cultural Resources, greets clients and visitors and answers main phone line. Provides information to the public relating to agency procedures and policies and referral services as appropriate.

Oversees the reception and lobby area of the Department including maintaining a log of all visitors and issuing access badges as needed.

Coordinates the mailing operations of the department including the management of all incoming/outgoing mail and the accounting and recording of postage dues for each division from the US Postal Office.

Maintains and orders office supply inventory for Office of Administration and janitorial supplies for the building, anticipating adequate inventory for seasonal needs.

Functions as point of contact for reporting and tracking identified maintenance needs and, as directed, arranges for service at the Headquarters location.

**#21011 - EXECUTIVE SECRETARY - Internal continued...**

---

Coordinates scheduling of multiple conference rooms, for staff and outside agencies. Assists with room set-up procedures and technology needs on-site as well as off-site for interdepartmental meetings or events.

Provides general secretarial and clerical support, including typing, filing, or scheduling appointments. Operates a computer or other electronic equipment to input and retrieve a variety of data.

Prepares monthly schedule for Front Desk coverage (i.e., breaks and lunch); organizes coverage for scheduled leave.

Assists Fleet Manager in the coordination and management of fleet car usage including tracking of pool car availability and key issuance and tracking as needed.

**MINIMUM QUALIFICATIONS:**

Education: High school diploma or high school equivalency credential. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Three years of experience in a secretarial position including supervisory, administrative support, or office management experience.

License/Certification: None required.

PREFERRED WORK TRAITS: Strong organizational, interpersonal, and communication skills.

For further information please contact, Leanne Lavoie, Contract and Rule Specialist, [Leanne.m.lavoie@dncr.nh.gov](mailto:Leanne.m.lavoie@dncr.nh.gov), Tel # (603) 271-2376

EOE

TDD Access: Relay NH 1-800-735-2964