

Freedom Elementary School  
Administrative Assistant  
Opening

Freedom Elementary School is seeking a full time Administrative Assistant starting 7/2/18. Strong computer, communication, and interpersonal skills are required. Prior experience in an office environment preferred. Work day is 8 hrs. with a yearly schedule of 219 days.

Applicants must submit a packet including cover letter, resume, certification, transcripts, three current letters of reference and application – which can be found at

<http://sau13.weebly.com/forms.html>

SAU #13

881A Tamworth Road

Tamworth, NH 03886

[cpike@sau13.org](mailto:cpike@sau13.org)