



CHESPROCOTT HEALTH DISTRICT

1247 HIGHLAND AVENUE • CHESHIRE, CONNECTICUT 06410
PHONE (203) 272-2761 • FAX (203) 250-9412 • www.chesprocott.org

Maura A. Esposito RS, MPH Director of Health

CHESPROCOTT HEALTH DISTRICT

Office Manager

The Chesprocott Health District is seeking a highly organized and responsible Office Manager to oversee our administrative operations. On a daily basis you will organize files, review bills and accounts payable, answer phone calls and respond to the public's questions, scheduling questions and process payroll. This person will also ensure office supplies are stocked and order more when necessary. The primary goal is to keep our front office running smoothly. Our ideal candidate has at least five years of administrative assistant or customer service roles and knows how to manage the different administrative needs of a busy office.

Minimum Requirements:

- Bachelor's Degree in accounting/business management or related field
- Proficient computer skills, including Microsoft Office and QuickBooks
- Human resource management experience is a plus
- Experience in an administrative, customer service or related role
- Excellent communication and organizational skills

Salary and Benefits:

- Salary range: \$55,000 to 65,000
- 35 hour work week
- Paid vacation, sick time, personal days and holidays
- Health/life insurance

Job description available on line at:www.chesprocott.org.

Send resume and letter of intent to Maura Esposito (email mesposito@chesprocott.org) or mail to 1247 Highland Ave., Cheshire, CT.

Deadline for applications is 4:00 p.m. on Friday May 27, 2022