

Marketing/Administrative Assistant

Jewett Construction, one of NH's leading commercial construction firms is currently seeking a Marketing/Administrative Assistant. This position would report directly to the Marketing Manager, assisting with all aspects of marketing including web site updating, photography, writing/PR and graphic design. Some administrative duties would also be required such as contract administration, filing, providing assistance to office staff as needed. Must have computer skills (experience with Corel Draw, Photo Paint, Dreamweaver is a plus), knowledge of office practices (preferably in a construction or Architectural environment), and exhibit strong analytical, communication, interpersonal and organizational skills. Hours are flexible. Please email resume & cover letter with salary requirements to alison@jewettconstruction.com or send to Attn: Alison Huber, Jewett Construction Co., Inc., P.O. Box 405, Raymond, NH 03077. Fax 603-895-2027.