

# Seeking Part-Time Area Service Office Manager!

**Are you interested?**

## **Qualities of the Ideal Candidate:**

- Available to work 20 hours weekly (and an occasional Saturday), at new location in **Concord**
- Working knowledge of the 12 Steps and 12 Traditions
- Experience with spreadsheets as well as comfortable learning and using new software
- Excellent communication skills and personable nature
- Previous retail or shipping experience helpful, but not required
- Manage daily bank activities (in person and Shopify) including downloading statements, processing transactions, and recording receipts, ensuring zero errors
- Primary contact for the Service Office as well as the members of the Area and Area 43 Leadership

**Submit your resume to  
the Service Office Chair**

**Email: [soc@nhaa.net](mailto:soc@nhaa.net)**

**View the full job description: [nhaa.net/office-manager](http://nhaa.net/office-manager)**