

# Seeking the Next Area Service Office Manager!

**Are you interested or do you know someone who might be a good fit?**

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

- Available to work 12 - 15 hours weekly, at new location in **Concord**
- Working knowledge of the 12 Steps and 12 Traditions
- Experience with spreadsheets, and ability to learn new software
- Excellent communication skills and personable nature
- Previous retail or shipping experience helpful, but not required

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

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

Applications are due by July 15

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



**ALCOHOLICS  
ANONYMOUS**

New Hampshire Area Assembly  
1330 Hooksett Rd., Hooksett, NH