



## **Office Administrator**

White Mountain Oil & Propane, a local family-owned business, is currently seeking an **Office Administrator** for our Lincoln, NH office.

Duties include: answering customer telephone calls, general customer service, payment processing, daily mail pick-up and general data entry tasks.

This is a full-time permanent position. We offer a full benefits package including paid vacation, holidays, health & dental insurance, 401 (K), and profit sharing.

**Minimum requirements:**  
**High School Diploma, valid driver's license, and proficient use of PC, Microsoft Word and Excel**

Qualified applicants should mail or email a resume to:

White Mountain Oil & Propane  
Attn: Lincoln Administrator job  
PO Box 690, North Conway, NH 03860  
Fax: (603) 356-7181  
[jobs@whitemountainoil.com](mailto:jobs@whitemountainoil.com)

You may also find our application at  
[www.whitemountainoil.com/jobs](http://www.whitemountainoil.com/jobs)

**No phone calls please**

White Mountain Oil & Propane is an equal opportunity employer