



Administrator - Business Operations

White Mountain Oil & Propane, a local family-owned business, is currently seeking a self-starter with a positive attitude to join our team.

This is an **entry-level** position with opportunities for growth.

Experience in the following areas preferred: Accounts Payable/Receivable, ADP Payroll, and Human Resources. Candidates must be willing to perform other office tasks as well as provide customer service via telephone and email.

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

Minimum requirements:

High school diploma, valid driver's license and proficiency in the use of Microsoft Word and Excel required. Experience with Microsoft Outlook and QuickBooks software preferred.

Qualified applicants should mail or email a resume to:

White Mountain Oil & Propane
Attn: Todd Miller
PO Box 690, North Conway, NH 03860
jobs@whitemountainoil.com

You may also apply on our website at:
www.whitemountainoil.com/jobs

No phone calls please

White Mountain Oil & Propane is an equal opportunity employer