



Sales & Marketing Administrative Assistant

White Mountain Oil & Propane, a local family-owned business, is currently seeking an experienced and motivated Administrative Assistant to join our Sales & Marketing Team.

No prior experience in the energy industry required, but strong customer service and communication skills, positive attitude, and willingness to learn and grow are a must.

This job often requires handling multiple competing tasks. Duties include managing customer inquiries, coordinating installations, administering fuel program contracts, drafting marketing and advertising communications, working our showroom floor, and completing transactions.

This is a full-time, year-round, 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 (or equivalent), valid driver's license, and basic telephone and computer skills.

Proficiency in the use of Microsoft Excel, Word, and Outlook required.

Design experience (Adobe or Canva) is a plus.

Qualified applicants should mail or email a resume to:

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

You may also find our application at
www.whitemountainoil.com/jobs

No phone calls please

White Mountain Oil & Propane is an equal opportunity employer