

# FULL TIME EXECUTIVE ASSISTANT



Pease Development Authority, a New Hampshire State Agency with operational authority for two airports, a deep-water port and business park located in Portsmouth, NH, seeks a full time executive assistant with 5-7 years of experience, for a challenging position in its Legal Department. Candidate must have the ability to interact effectively with the public; to multi-task, be detail-oriented and highly organized. Excellent writing, research and communication skills are required as well as a working knowledge of all Microsoft Office programs. This position requires an independent, high-energy professional who thrives in a busy environment working both independently and collaboratively. An AS degree is required. A Real Estate paralegal with experience in commercial lease transactions and contract management in corporate administration is strongly preferred. Must have experience maintaining committee and BOD meeting minutes. PDA offers an excellent benefits package including comprehensive medical and dental insurance, life and disability coverage, paid leave, and enrollment in the NH Retirement System. Position is open and interview offers will be extended as resumes are received. Thorough training will be provided. Please email your resume and letter of interest with salary range requirements to [t.coppeta@peasedev.org](mailto:t.coppeta@peasedev.org).