

# **CITY OF MANCHESTER**

HUMAN RESOURCES DEPARTMENT

ONE CITY HALL PLAZA

MANCHESTER, NH 03101

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## Property and Contracts Coordinator - Aviation

Department: Aviation  
Job Status: Full-Time  
Shift: 8:00 AM - 5:00 PM  
Days: Mon., Tue., Wed., Thu., Fri.  
Hours Per Week: 40  
Rate of Pay: Starting at \$21.58 - plus comprehensive benefits package  
Status: Open until filled

### **Job Description**

**Grade 17**

#### **General Statement of Duties**

Performs property and contract duties for the Airport; performs directly related work as required.

#### **Acceptable Experience and Training**

- Graduation from an accredited college or university with an Associates Degree in Business, Business Management, Finance, or related; and
- Some experience in related contract or property acquisition operations; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

#### **Required Special Qualifications**

- None

To apply please visit: [www.manchesternh.gov/jobs](http://www.manchesternh.gov/jobs)

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