



TOWN OF ST. JOHNSBURY

St. Johnsbury Emergency Dispatch
1187 Main Street, Suite 1
St. Johnsbury, VT 05819
802-748-2314
www.stjvt.com

Town Manager 802-748-3926
Town Clerk 802-748-4331
Fire 802-748-8925
Dispatch 802-748-2314
Public Works 802-748-4408
Assessor Office 802-748-4272

Administrative Assistant

The Town of St. Johnsbury is currently accepting applications for the position of Administrative Assistant. This Full-Time position will provide administrative support to the Town Manager's Office and the St. Johnsbury Revitalization Fund Grant Program.

This position will be responsible for administrative work including but not limited to customer relationship management, assisting the public both in person and via phone and email, data entry, running reports, and conducting mailings.

We seek professional candidates with a strong work ethic, excellent communication skills, a positive attitude, attention to detail, and ability to multi-task to join our team. The ideal candidate will have experience with Microsoft Office including Word, Excel and Outlook. Applicants must have a high school diploma or equivalent, a valid driver's license, and pass a criminal background check.

Full-time employment offers competitive compensation, a generous benefits package including health, life, short-term disability insurance, retirement and 457 plans, as well as paid vacation time and sick time benefits. Previous experience in administrative duties is desirable but willing to train the right applicant.

Please submit resumes along with a letter of interest to:

Town of St. Johnsbury
Attention: Rachel Waterhouse
51 Depot Square, Suite 3
St. Johnsbury, VT 05819
rwaterhouse@stjvt.com

*St. Johnsbury is an equal opportunity employer