

Town of Norwich - Administrative Assistant

The Town of Norwich seeks a full-time Administrative Assistant to provide administrative, customer support, and technical and clerical assistance to the Office of the Town Manager and to the Department of Public Works. This position will be based in the Town offices and report to the Town Manager.

The successful candidate needs to perform a variety of tasks independently, including the proficient use of Microsoft Office programs and multiple pieces of office equipment to accomplish assignments. This position also provides a wide range of customer service functions. Excellent communication, organizational and interpersonal skills are essential, as is a positive and team-oriented attitude. A competitive salary, based on relevant training and experience, as well as a full municipal benefits package and paid time off are available. A full job description can be found on the Town of Norwich website under Careers at <http://norwich.vt.us/careers-job-openings/>.

To apply, send/e-mail a cover letter, resume and salary expectations to:

Brennan Duffy, Town Manager  
Town of Norwich  
PO Box 376  
Norwich, VT 05055  
bduffy@norwich.vt.us

The position remains open until filled. Norwich, VT is an *Equal Opportunity Employer*.