

Rutland County Solid Waste District
Part Time Administrative Assistant

Energetic professional who does not mind wearing multiple hats. Experienced in handling a wide range of administrative and support related tasks and able to work independently with little or no supervision. Well organized, flexible and enjoy the administrative challenges of supporting customers, and a small office of diverse professionals.

The Administrative Assistant performs general office duties including data entry, opening mail, purchasing office supplies, includes bookkeeping tasks such purchase order's, accounts payable, accounts receivable, etc. He/She is responsible for handling truck traffic and weighing of trucks, then entering data into a computer. The individual will also prepare relevant district reports.

Minimum Qualifications: The Administrative Assistant must have at least an Associate's degree, in business administration or similar from an accredited college or university, or three (3) years of similar office experience. A clean driving record, a current driver's license. Must be a highly organized professional. Requires proficiency in MS-Excel, MS-Word, MS-Outlook, Google Doc's, and relevant financial software computer applications. Possess the ability to received large amounts of data, analysis it, and create meaningful reports accurately and without errors. The position requires the ability to work well with the public, work independently without direct supervision, and complete and maintain electronic and hard-copy reports and records in an organized manner.

Please send resumes, three professional references, and job application to:

Mark S. Shea, District Manager
2 Greens Hill Lane
Rutland, VT 05701
(802) 775-7209 ext. 202
mshea@rswd.com