

TOWN OF CHESTER EMPLOYMENT OPPORTUNITY

EMS ADMINISTRATIVE ASSISTANT

The Town of Chester has a full time employment opportunity available in its Emergency Services Division. This job is specific to the position of Administrative Assistant. Minimum requirements are:

- * High School Diploma or equivalent;
- * Minimum of an EMT Licensure
- * Valid Driver's License
- * Training experience preferred
- * CPR instructor certification can be obtained after hire
- * Ability to deal with the personnel and public in a positive manner

Applications will be accepted until 4:00 p.m. on July 13, 2018. Please submit Employment Application and Resume to the Chester Town Manager's Office, 556 Elm Street, P.O. Box 370, Chester, VT, 05143.