

Town of Rockingham, Vermont
Executive Assistant to the Municipal Manager
Human Resource Coordinator

The Town of Rockingham, VT is accepting applications for the full-time position of Executive Assistant/HR Coordinator for the Town of Rockingham. This position assists the Municipal Manager in carrying out the functional and operational responsibilities of both the Town of Rockingham and the Bellows Falls Village Corporation. The executive assistant aspect of the position is a challenging and time sensitive position and the Assistant works closely with staff, residents and the business community. The successful applicant must possess discretion and flexibility. The human resource portion of the position requires a high level of confidentiality in dealing with personnel and collective bargaining issues. Qualifications include administrative and human resources experience of at least 3 years, familiarity with labor laws, and a high level of organizational skills. This is a full-time salaried position with excellent benefits. A full job description is available at the Municipal Manager's Office or on the Town web site at www.rockbf.org. Applications and/or resume will be accepted until 4:00 p.m. on November 9, 2018 or until position is filled.

Apply to: Wendy Harrison, Municipal Manager, Town of Rockingham, P.O. Box 370, Bellows Falls, VT 05101 or email execasst@rockbf.org.

An Equal Opportunity Employer.