Receptionist/Administrative Assistant at Black River High School for the FY20 school year.

We are looking for someone who is comfortable dealing with the public and students at the high school level. This person will be answering telephones, distributing mail, letting guests in the building, handling correspondence and files for Guidance Dept. Must be proficient in Microsoft Office - Word and Excel. Some familiarity with Databases.

This is a school year position, working 195 days (starting mid-August 2019 through end of June 2020). Hours will be 7:00 AM to 3:00 PM. Benefits include Health Insurance and Dental Insurance. Send letter of interest and resume with three (3) employer references to Karen Trimboli, Principal at Black River High School, 43 Main Street, Ludlow, VT 05149

Background Check Required EOE