



Administrative Assistant

Moretown, Vermont

Full-Time

Compensation

\$20.00/hr

We are currently seeking a detail-oriented and welcoming Administrative Assistant to join our team for 32 hours per week. This role is ideal for someone who enjoys staying organized, supporting others, and serving as the first point of contact in a collaborative office environment.

Key Responsibilities:

- Serve as the first point of contact by greeting and assisting visitors and staff
- Manage visitor sign-in and front desk operations
- Answer and route incoming phone calls professionally
- Maintain and update policy binders on a quarterly basis
- Create and maintain accurate contact lists for shared living providers, guardians, and families
- Assist with general office needs and provide administrative support to staff
- Help troubleshoot and maintain office equipment
- Track, inventory, and order office supplies as needed
- Process incoming and outgoing mail daily
- Organize and maintain filing and file storage systems
- Support technology setup for meetings, trainings, and presentations

Education & Experience:

- High school diploma or equivalent required
- At least one year of administrative experience preferred

Knowledge, Skills, and Abilities:

- Strong verbal and written communication skills
- Proficiency with computers, including Microsoft Office and electronic systems (EHR experience a plus)
- Ability and willingness to learn new technologies and software
- Excellent organizational and multitasking abilities
- Demonstrated ability to maintain confidentiality
- Commitment to fostering a positive, respectful, and inclusive work environment

Disclaimer:

This job description is intended to describe the general nature and level of work performed. It is not an exhaustive list of all responsibilities, duties, or skills required. UVS reserves the right to modify job duties at any time. Employment is at-will.