



# **The St. Johnsbury School District Administrative Assistant**

Supports the principals, substitute coordinator, track and receive orders, social media, and many other supportive tasks.

- Experience as a secretary in an office setting
- Demonstrated ability to manage computerized systems
- Attention to details
- Confidentiality
- Works year round - 40 hours a week
- Paid time off
- Excellent insurance benefits including pension

Apply at: <https://sjsd.schoolspring.com/?jobid=5691453>