



EXECUTIVE ASSISTANT

Marble Valley Regional Transit District, “The Bus” is seeking an Executive Assistant. The Executive Assistant will provide executive level support to the Executive Director of MVRTD. The ideal candidate should have the ability to provide sound judgment in various situations, with strong written and verbal communications. The Executive Assistant will be expected to work independently on special projects, from beginning to completion within deadline commitments. Must be able to work under pressure at times, have the ability to multi-task and use independent judgement and discretion. Must be able to identify and address the needs of the Executive Director. If you are highly motivated, self-confident and driven to achieve excellence, this may be the perfect opportunity for you. This position is a full time year round position with an excellent benefit package. Selected candidate must pass multiple background checks.

Qualifications:

- Bachelor’s degree preferred.
- 5+ years of administrative or executive assistant experience.
- Excellent attention to detail.
- High standard of professionalism
- Ability to maintain a high level of confidentiality.
- Highly proficient in Microsoft Office applications including Outlook, Word, Excel and PowerPoint.
- Grant writing experience preferred.
- Procurement knowledge preferred.

Please send resume to Jennifer Ellis, MVRTD 158 Spruce Street, Rutland, VT 05701. MVRTD is an equal opportunity employer and a drug and alcohol free workplace.