

## Executive Staff Assistant

The Vermont Department of Liquor and Lottery is seeking an exempt Executive Staff Assistant to work in the Commissioner's Office. This position provides daily support to the Department Commissioner and Deputy Commissioner. The position will also provide administrative support, as needed, for the Department managers and directors and the Board meetings. The Executive Staff Assistant will serve as an office manager for a central office administrative unit. In addition to general administrative support duties, the Executive Staff Assistant will assist the legislative and communications liaison as necessary with Freedom of Information Act (FOIA) requests, monitoring legislation, and organizing policy research. This position serves as the Department HR liaison. The Executive Staff Assistant frequently interacts with elected officials, Administration leadership, licensees, stakeholders, and the general public.

The ideal candidate will have seven (7) or more years of experience at a professional level in public administration, business, operations, or human resources; strong customer service skills, specifically resolving issues and handling complaints tactfully and professionally; and knowledge of office management, planning, organization. The ideal candidate has demonstrated ability to communicate effectively, maintain confidentiality and discretion, and establish and maintain effective working relationships.

Please submit your resume and letter of interest to Commissioner Wendy Knight at [wendy.knight@vermont.gov](mailto:wendy.knight@vermont.gov) no later than July 8, 2022.