

# THE RICHARDS GROUP OFFERS CAREER OPPORTUNITY

## Receptionist /Office Assistant

We are seeking a highly motivated, detail-oriented individual for an interesting multi-task position. Receptionist experience preferred. Must have excellent interpersonal and computer skills and enjoy working with the public.

This position offers an excellent opportunity for growth. We are locally owned and have a comprehensive benefits package.

Mail resume to:



PO Box 820  
Brattleboro, VT 05302

Email: [jobs@therichardsgrp.com](mailto:jobs@therichardsgrp.com)