

Office Assistant: Join Our Team at the Lake

Picture your workday beginning with a view of the water. Jackson's Lodge is looking for a friendly, dependable Office Assistant to join our small team at our lodge on Lake Wallace, Vermont. This is a seasonal position running May through the end of October, with the possibility of part-time work through the winter for the right person after your second summer in the office.

What you'll do

- Make reservations for guests by phone, email, and in person
- Take and process guest payments
- Send out required forms to guests ahead of their stay
- Log incoming reservations into our booking systems and logbook
- Help keep the lodge office running smoothly

What we offer

- A retirement plan you can start from day one
- Paid lunch breaks
- Use of the Lodge beach in your off hours
- A flexible schedule that fits your life
- A peaceful, beautiful workplace at a lakeside lodge
- \$20 an hour while training, with periodic raises based on performance

Who we're looking for

Someone organized, detail-oriented, and personable who is already part of the local community or hopes to make it their long-term home. Comfort with computers and handling payments is a plus. We value people who want to grow with us, not just pass through.

To apply

Send your résumé and a short note about yourself to jacksonslodgevermont@gmail.com .