

Virgin Islands Housing Authority

St. Thomas
4402 Annas Retreat #200
St. Thomas, VI 00802-1737
Telephone: 340-777-8442
Fax: 340-775-0832
Email: exec@vihousing.org



St. Croix
RR 2 Box 9299
Kingshill, VI 00850-9719
St. Croix, VI 00851
Telephone: 340-778-8442
Fax: 340-773-3054

POSITION VACANCY ANNOUNCEMENT FOR: Administrative Assistant Vacancy # 2017 – 011

- Salary: \$29,763.97 - \$47,653.08, Exempt/Non Union - Grade 12
- Department: Procurement Division - St. Thomas
- Type of Appointment: Full-Time, Monday - Friday, 8:00 a.m. - 5:00 p.m.
- Closing Date: Open Until Filled
- Number of Position(s): One (1) St. Thomas

DESCRIPTION OF DUTIES:

Provides administrative support and secretarial services to the staff in the Procurement Division or Department Directors. Performs general and program specific clerical functions for the purpose of supporting departmental activities.

MINIMUM QUALIFICATIONS:

Education: A minimum of a high school diploma and two years of executive secretarial or business school required with a certificate of completion. A bachelor's degree is desirable. **Experience:** A minimum of four years experience in office management/administration, including no less than two years experience as the Administrative Assistant/Administrative Secretary to the CEO or Director. An equivalent combination of education and experience may be substituted for the above. **Special Skills:** Excellent secretarial skills and knowledge of current standard office procedures; ability to type no less than 80 wpm and use shorthand at 100 wpm; working knowledge of public agency organizations and function; ability to exercise initiative, sound judgment and discretion in performing duties; excellent oral and written communication skills and excellent public relation skills.

Employment applications are available at www.vihousing.org, and at the Central Offices on St. Thomas and St. Croix. Interested candidates must submit an application to our Central Offices on either St. Thomas or St. Croix, or mail postmarked by the deadline date to: Virgin Islands Housing Authority; Attention: Human Resources Division, 4402 Anna's Retreat #200, St. Thomas, VI 00802-1737. Selected candidates will be contacted.



Robert Graham CPM, Executive Director

7/19/17

Date

