

# Virgin Islands Housing Authority

## St. Thomas

4402 Annas Retreat #200  
St. Thomas, VI 00802-1737  
Telephone: 340-777-8442  
Fax: 340-775-0832  
TDD Line: 340-777-7725  
Website: [www.vihousing.org](http://www.vihousing.org)



## St. Croix

RR 2 Box 9299  
Kingshill, VI 00850-9719  
Telephone: 340-778-8442  
Fax: 340-773-3054  
TDD Line: 340-778-5245  
Email: [exec@vihousing.org](mailto:exec@vihousing.org)

Office of the Executive Director

## POSITION VACANCY ANNOUNCEMENT FOR: PROPERTY MANAGEMENT TECHNICIAN Vacancy # 2017 – 012

- Salary: \$20,000.00 - \$25,001.60 annually; Unionized Grade SW-7
- Department: Asset Management – 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

### GENERAL STATEMENT OF DUTIES:


Performs various duties in the management offices of housing communities operated by the Virgin Housing Authority to include support and property management assistance.

### MINIMUM QUALIFICATIONS:

**Education:** High school education or equivalent minimum. Secretarial or Business school courses desirable. **Experience:** At least one-year prior experience as a receptionist or clerk in an office. An equivalent combination of education and experience may be substituted for the above. **Special Skills:** Ability to type no less than 45 words per minute, ability to use standard office equipment and knowledge of standard business practices and procedures, good tenant relations skills. Bi-lingual individuals desirable. **Other Requirements:** Excellent employment (or school) and character references, valid Virgin Islands Driver's License and safe driving record.

Employment applications are available at [www.vihousing.org](http://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 Annas Retreat #200, St. Thomas, VI 00802-1737. Selected candidates will be contacted.

  
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Robert Graham, CPM  
Executive Director

  
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Date

