

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



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

POSITION VACANCY ANNOUNCEMENT FOR: Executive Administrative Assistant Vacancy # 2017 - 019

- Salary: \$40,373.71 - \$64,639.61 annually; Exempt Grade EN-22
- Department: Executive Office – 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:

Oversee all administrative operations necessary to support the activities of the Office of the Executive Director in a highly confidential manner. The Executive Administrative Assistant also serves as the custodian of the official records of the Virgin Islands Housing Authority (VIHA).

MINIMUM QUALIFICATIONS:

Education: A minimum of a high school diploma is required. Bachelor's degree is preferred. **Experience:** A minimum of six years experience in office management/administration, preferably in a public agency. No less than two (2) years as an Administrative Assistant at the Executive level. An equivalent combination of education and experience may be substituted for the above. **Special Skills:** Superior ability to write clearly in a range of subject matter, both technical and general for a range of audiences; superior ability to edit work for spelling and grammar; present numerical data effectively; able to read, write and interpret documents of a technical nature; Expertise in the design and maintenance of paper and digital systems to organize, store and retrieve records, data and documents; Can attend to highly detailed work accurately and efficiently; able to organize and work independently in an environment of frequent interruptions; Expertise in Microsoft Office products, including Word, Excel, and Outlook, and PowerPoint and Adobe Acrobat; Have a high regard and ability to meet schedules and time lines; demonstrate excellent ability to work independently with little direction; And additional duties as assigned.



For more information and to download an application please visit our website at www.vihousing.org. Résumés and applications can be sent by e-mail to Careers@vihousing.org, or visit our offices Aureo Diaz in St. Croix or Oswald Harris Court in St. Thomas or mailed to Virgin Islands Housing Authority, Attention: Human Resources Division, 4402 Annas Retreat #200, St. Thomas, and VI 00802-1737.



Robert Graham, CPM
Executive Director



Date

