



THE EMPLOYEES' RETIREMENT SYSTEM OF THE GOVERNMENT OF THE VIRGIN ISLANDS

ANNOUNCES AN OPENING FOR THE FOLLOWING POSITION ON THE ISLAND OF ST. THOMAS **Operations Support Specialist**

Under general supervision, of a Senior Level Executive, an employee in this class will be responsible for providing high-level confidential administrative support necessary to ensure efficient operation of the Division. Performs a variety of tasks that requires considerable judgement and initiative. Essentially performs as a backup to the Administrative Specialist.

DUTIES INCLUDE:

- ▶ Assists in maintaining smooth workflow by analyzing operation practices and record keeping systems; identifying solutions, and performing administrative work that falls under the purview of the Executive's scope of responsibilities.
- ▶ Assists with planning, developing and executing programs and special projects as necessary.
- ▶ Assists with the recording, billing and collection of Rental/Parking Revenues.
- ▶ Assists in all functions of Parking Operations.
- ▶ Assists in administering the Access Control and Surveillance Systems.
- ▶ Assist in preparing invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet and presentation software.
- ▶ Assists in coordinating and scheduling meetings and appointments.
- ▶ Assists in conducting research and compiling information for preparation of statistical reports.
- ▶ Assists in organizing and maintaining file system.
- ▶ Assists in sorting and routing incoming mail, faxes and deliveries.
- ▶ Assists in preparing and sending outgoing faxes, mail and packages.
- ▶ Assists in greeting visitors, and handling and screening of telephone
- ▶ Assists in making travel arrangements for executive and staff.
- ▶ Assists in the preparation of the annual budget for the Division.
- ▶ Assists in maintaining supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for needed supplies; placing and expediting orders for supplies; verifying receipt of the same.
- ▶ Performs other related work as required.

QUALIFICATIONS:

Bachelor of Arts Degree in Business Administration or related field with a minimum of three years experience providing administrative assistance to a senior executive.

Letter of Application, Resume and Job Application must be submitted by December 11, 2014. Only applicants that meet required qualifications should apply. Job Application Packets may be picked up at the St. Thomas GERS Office on the 3rd Floor of the GERS Complex or the St. Croix GERS Office at #3005 Orange Grove Lot #5. Resumes and Job Applications may be submitted to the GERS Offices at the receptionist desk, via email to humanresources2@usvigiers.com or mail postmarked by the deadline date to:

Ms. Janice L. Turnbull
Director of Human Resources
Government Employees' Retirement System
GERS Complex - 3rd Floor
3438 Kronprindsens Gade
St. Thomas, VI 00802-5712

An Equal Opportunity Employer