



GOVERNMENT EMPLOYEES' RETIREMENT SYSTEM OF THE VIRGIN ISLANDS

An Equal Opportunity Employer

ANNOUNCES AN OPENING FOR THE FOLLOWING POSITION ON THE ISLAND OF ST. THOMAS

Administrative Specialist

Under the general supervision of a Senior Level Executive, an employee in this class will be responsible for providing confidential administrative support necessary to ensure a smooth workflow. Performs a variety of tasks that requires considerable judgment and initiative.

DUTIES INCLUDE:

- Performs relative administrative and content area work that falls under the purview of the Executive's scope of responsibilities.
- Coordinates and schedules meetings, appointments, and travel arrangements.
- Conducts research and compiles information for the preparation of statistical reports.
- Organizes and maintains file system.
- Handles and screens telephone calls.
- Composes and types routine correspondence and reports.
- Sorts and routes incoming mail to the appropriate personnel in the Division.
- Handles accounts receivables and payables for the division/unit.
- Prepares outgoing mail and correspondence, including faxes and e-mail.
- Assist in the preparation of the annual budget for the Division.
- Acts as liaison for the Division in meetings when necessary
- Assist with special projects when necessary.
- Orders supplies and maintains inventory for the Executive.
- Performs other related duties as required.

QUALIFICATIONS:

Bachelor of Arts Degree in Business Administration or related field from an accredited institution with five (5) years of experience providing assistance to a senior level executive.

Letter of interest, resume, and job application must be submitted by 5:00 p.m. June 7, 2019. Applications can be found online at www.usvigiers.com or picked up at the St. Thomas GERS Office on the 3rd Floor of the GERS Complex. Resumes and Job Applications may be submitted to the GERS Offices at the receptionist desk, via email to hrdept@usvigiers.com or mailed by the deadline date to:

Ms. Asiah Clendinen
Human Resources, Strategic Planning & Organizational Development Officer
Government Employees' Retirement System
3438 Kronprindsens Gade – Ste. 1
GERS Complex - 3rd Floor
St. Thomas, VI 00802-5750