



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

ANNOUNCES AN OPENING FOR THE FOLLOWING POSITION ON THE ISLAND OF

ST. THOMAS

ADMINISTRATIVE SUPPORT SPECIALIST

Under the general supervision of the Executive Secretary to the Administrator or the Office Operations Coordinator, an employee in this class will be responsible for performing administrative and operation functions in the Office of the Administrator. Work in this class is confidential in nature and requires the use of considerable judgment and initiative. Essentially performs as a backup to the Executive Secretary to the Administrator and the Office Operations Coordinator.

DUTIES INCLUDE:

- Greets and assists visitors to the Administrator's Office.
- Retrieves incoming mail from the receptionist station and opens, sorts, logs, routes and delivers them to the mailroom.
- Answers, screens, and directs telephone calls and takes messages.
- Assists in organizing and maintaining files of records and correspondence of both routine and of a confidential nature.
- Distributes correspondence from the Administrator's office to the appropriate interoffice divisions.
- Operates office machines such as photocopiers, scanners, facsimiles and PBX telephone system.
- Utilizes personal computer to generate correspondence and maintains a variety of records.
- Enters and updates data in office correspondence and transcription logs. Updates board resolutions files and office reports.
- Provides assistance to the Administrator in the absence of the Executive Secretary or the Office Operations Coordinator.
- Assists with the delivery of outgoing mail in the absence of the messenger.
- Assists members to access Member Self Service and to obtain member discount cards.
- Assists with the receptionist duties during breaks and absences.
- Performs other related duties as required.

QUALIFICATIONS:

Bachelor's Degree in Communications, Marketing, Psychology, Business Administration or related field with a minimum of one year administrative and office operations experience; **or**

Associates Degree in Secretarial Science, Communications, Marketing, Psychology, Business Administration or related field with a minimum of two years administrative and office operations experience.

A Letter of Application, Resume and Job Application must be submitted. The job will remain open until filled. A job application packet may be picked up at the St. Thomas GERS Office on the 3rd Floor of the GERS Complex. They may be emailed to humanresources2@usvigiers.com, submitted to the GERS Offices at the Receptionist desk or mailed to:

Ms. Janice L. Turnbull
Director of Human Resources
Government Employees' Retirement System
3438 Kronprindsens Gade – Ste. 1
GERS Complex - 3rd Floor
St. Thomas, VI 00802-5750

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