



GOVERNMENT EMPLOYEES' RETIREMENT SYSTEM OF THE VIRGIN ISLANDS

An Equal Opportunity Employer

ANNOUNCES THE FOLLOWING VACANT POSITION ON THE ISLAND OF ST THOMAS

Assistant Administrative Specialist

Under the general supervision of the Administrator and/or designated management staff, the Assistant Administrative Specialist performs confidential clerical, receptionist, customer service, and administrative support functions for the Administrator's Office and the Government Employees' Retirement System (GERS). The incumbent is responsible for maintaining professional front-office operations, coordinating communications, assisting members and visitors, and supporting the daily administrative activities of the organization while exercising discretion, professionalism, and sound judgment.

Duties and Responsibilities *(Not All Inclusive)*

- Provides administrative, clerical, and receptionist support to the Administrator's Office and GERS.
- Greets visitors, answers phones, and directs inquiries appropriately.
- Assists with scheduling meetings, preparing correspondence, and coordinating travel arrangements.
- Maintains visitor logs, records, and office correspondence.
- Sorts and distributes mail and administrative documents.
- Assists with reports, data entry, filing, and other clerical duties.
- Monitors lobby activity and maintain a professional reception area.
- Supports customer service operations and assists members and guests as needed.
- Performs other related duties as assigned.

Qualifications

- Associate degree in Business Administration, Office Administration, Public Administration, or a related field preferred; OR
- High school diploma or equivalent with a minimum of two (2) years of progressively responsible administrative, receptionist, clerical, or customer service experience.

Interested candidates must submit a cover letter, résumé, and completed employment application. Applications are available online under the "About GERS" tab, then "Career Opportunities" at www.usvigers.com.

Application materials may be submitted via email to hrdept@usvigers.com

This position will remain open until filled.

Ms. Lorraine Murray Richardson
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