



Virgin Islands Waste Management Authority

Job Vacancy Announcement

Executive Secretary

St. Croix

EXEMPT

SALARY: Commensurate with Experience

DEADLINE: Open Until Filled

The Executive Secretary provides confidential administrative and clerical support to the Authority's Executive Office to ensure quality customer service is extended to both internal and external clients in an effective and efficient manner. *When working in the field there is exposure to dirty, noisy, and dusty conditions and disagreeable odors and unpleasant weather.*

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Answers incoming telephone calls, determines the purpose of the calls, and forwards calls to the appropriate personnel/division.
- Greets and welcomes visitors, determines the nature of their business, and directs them to the appropriate personnel/division.
- Receives, directs, and transmits messages via telephone, email, or in person.
- Receives, sorts, and routes mail to the appropriate personnel/division.
- Orders, receives, and maintains an adequate inventory of office and other supplies for various divisions.
- Assists in the planning and preparation of meetings including the use of meeting space (in person or virtual).
- Develops and maintains a current and accurate filing system for general correspondence and forms (physically or electronically).
- Maintains security by following procedures for gate entry and other visitor protocols.
- Monitors and maintains a log of VIWMA vehicles used by employees.

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- Maintains a safe, clean, organized, and welcoming front desk area.
- Books travel arrangements for all staff.
- Completes monthly travel report.
- Orders office supplies through the Procurement Division.
- Answers and responds to calls on the VIWMA Hotline.
- Checks VIWMA mailbox.
- Completes confidential reports and special projects as assigned.
- Performs other duties as assigned by supervisor/s.

EDUCATION AND EXPERIENCE:

- High school or GED diploma from an accredited school is required.
- Associates Degree in Business Administration or related field desirable.
- Previous experience with a utility, government agency or public service organization preferred.
- Valid Virgin Islands Driver Licensure is required.

Virgin Islands Waste Management Authority is an Equal Opportunity Employer

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