



Virgin Islands Waste Management Authority
Job Vacancy Announcement
Administrative Assistant
St. Thomas

SALARY: \$31,100.00

DEADLINE: August 3, 2018

DUTIES AND RESPONSIBILITIES:

- Plans and organizes work activities; recommends improvements in work flow procedures and use of equipment and forms; implements improvements as approved; develops and revises office forms and reports formats as required; organizes and maintains filing systems; maintains records related to specific areas of assignment.
- Performs a wide variety of complex and responsible duties for assigned staff: relieves supervisors of administrative work including investigating and answering complaints and providing assistance in resolving operational and administrative problems.
- Performs a variety of general bookkeeping and clerical accounting duties and responsibilities involved in financial record keeping and reporting for assigned area; maintains a variety of accounting records, logs, and files; verifies, balances and adjusts accounting records; may receive payments and collects fees after bonding
- Participates in the collection, compilation, and analysis of information from various sources on a variety of specialized topics related to assigned programs; participates in the preparation of reports which present and interpret data, identifies alternates, and makes and justifies recommendations.
- Verifies and reviews materials, application, records, and reports for completeness and conformance with established regulations and procedures; applies applicable policies and procedures in determining completeness of application, records and reports provides information and forms to the public; collects and processed appropriate information.
- Serves as liaison between assigned office and other Authority's staff, the general public, and outside agencies. Provides information and assistance as appropriate; explains programs, policies, and activities.
- Screens office calls, visitors, and mail; provides information and assistance including responding to sensitive requests for information and assistance; researches information related to the Authority's regulations and office policies; assists the public and other Authority staff in interpreting and applying the Authority's policies and procedures; may be assigned to sort and distribute mail.



- Maintains calendar of activities, meetings, and various events for assigned staff; coordinates activities with other division within the Authority, the public and outside agencies; coordinates and processes staff travel arrangements.
- As assigned, arranges and coordinates meetings for assigned staff; prepares agendas and correspondence; attends meetings and takes, transcribes, and assures proper distribution of minutes.
- Prepares a wide variety of reports, letters, memoranda, and correspondence; types from rough draft, verbal instruction, or transcribing machine; independently composes correspondence related to assigned area of responsibility
- Utilizes various computer applications and software packages; develop, enters data, maintains, and generates reports from a database or network systems; creates and administers mailing lists; designs, maintains, and utilizes data to develop reports using spreadsheet software; creates, formats, and revises chart, graphs, flowcharts, worksheets, booklets, brochures, and from using word processing software.
- Collects information for designs and produces newsletters Makes travel arrangements, maintains the daily schedule and manages telephone calls for the executive office.
- Ensures that all required supplies are available as needed and that the facility and equipment are in proper working order.
- Attends and participates in staff meetings as required; may attend public meetings or hearing and be required to take and maintain minutes for such meetings.
- Perform related duties as assigned

EDUCATION AND EXPERIENCE:

- An Associate Degree from an accredited college or university with a concentration in Business Administration, English or any other related field and two (2) years of professional administrative or clerical experience; OR
- A High School Diploma or GED and four (4) years of professional administrative or clerical experience.

Submit a letter of interest along with a resume to:
Director of Human Resources
Virgin Islands Waste Management Authority
P.O. Box 5089
Kingshill, St. Croix 00851

Virgin Islands Waste Management Authority is an Equal Opportunity Employer