



The Virgin Islands Housing Finance Authority is seeking qualified applicants for the following CDBG-DR Grant Funded position for the St. Thomas/St. John District

ADMINISTRATIVE ASSISTANT

The Administrative Assistant provides all administrative services necessary to support the activities and management of Virgin Islands Housing Finance Authority (VIHFA)'s Community Development Block Grant – Disaster Recovery (CDBG-DR) Construction Management with specific assignment to the Assistant Director of Planning & Construction (ADPC).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- ⇒ Responsible for scheduling tasks for Planning and Construction needs to complete. This involves organizing tasks by level of urgency, managing travel, and communicating orally, written and via email.
- ⇒ Perform various administrative/clerical duties in support of office operations including composing, data entry, spreadsheets, copying and filing correspondence, memo, letters, preparing mailings/transmittals and sorting and distributing incoming mail.
- ⇒ Establishes and maintains office files.
- ⇒ Schedules and arranges meetings and conferences to include notifying interested parties, preparing agenda, taking minutes.
- ⇒ Maintains the ADPC's calendar to ensure no scheduling conflicts and to inform them of deadlines.
- ⇒ Prepare construction packages for pre-construction meetings using the program's check list.
- ⇒ Maintains calendar for contractor walk through inspections.
- ⇒ Provide updates for modifications in walkthrough schedule via email and telephone calls.
- ⇒ Gathers data and prepares reports, according to instructions from immediate supervisor and completes other technical assignments as assigned.
- ⇒ Track progress of all CDBG-DR construction projects and provide updates.

QUALIFICATIONS:

- ⇒ **Education:** Bachelors Degree in Business Administration or related field desirable
- ⇒ **Experience:** A minimum of 3 years experience in office management/administration, preferably in a public agency. Two years of executive secretarial or business school is preferred, with a certificate of completion desirable. Equivalent combination of education and experience may be substituted.
- ⇒ **Knowledge, Skills and Abilities:** Computer literate to include Microsoft Word, Excel, Power Point, Outlook and desktop publishing; Excellent secretarial skills and knowledge of current standard office procedures; Ability to type 80 wpm and use shorthand at 100 wpm; Working knowledge of public agency organizations and functions; Ability to exercise considerable initiative, independent judgment and discretion in performing duties, including confidential matters; Public relations skills; Excellent oral and written communications skills; Ability to be flexible and work under pressure; Ability to work harmoniously with other agency personnel; Ability to maintain confidentiality in all assignments; Knowledge of standard business practices and office protocol; Ability to properly use all standard office equipment; Excellent phone etiquette and customer service skills; Ability to use diplomacy and discretion in giving out information; Ability to provide exceptional customer service.

SALARY: \$27,000 - \$39,520 per annum depending upon qualifications. CDBG-DR Grant Funded position.

APPLICATION INSTRUCTIONS AND PROCEDURES:

Interested applicants must submit an application, cover letter, resume/vitae and three (3) current professional letters of recommendation.

During the Stay at Home period, application packages will only be accepted electronically at hr@vihfa.gov. Signed original documents will be accepted at our Office at a later date. Employment applications can be downloaded from our website at www.vihfa.gov.

Deadline for submittal of application package is Thursday, January 21, 2021; however, this position will remain open until filled. Incomplete application packages will not be considered. Selected candidates will be contacted for interview.

The Virgin Islands Housing Finance Authority is an Equal Opportunity Employer