



The Virgin Islands Housing Finance Authority is seeking qualified applicants for a position on the island of St. Croix

Executive Administrative Assistant

The Executive Administrative Assistant oversees all administrative operations necessary to support the activities of the office of the Executive Director of the Virgin Islands Housing Finance Authority (VIHFA). Serves as Office Manager and the custodian of the VIHFA official records for the St. Croix Office.

ESSENTIAL FUNCTIONS:

- Assists the Executive Director to fulfill the duties of Secretary to the Authority. Prepares, files and permits access to all official records of the VIHFA in a manner consistent with local and federal laws and VIHFA practices. Retains the official seal of the Authority for use when necessary with prior authorization of the Executive Director.
- Performs executive secretarial duties for the Executive Director. Composes and types correspondence, reports and other documents accurately interpreting and applying policies and practices, takes dictation, opens and sorts incoming mail, schedules meetings, makes travel arrangements and performs other general clerical duties.
- Handles all administrative tasks of the VIHFA Board of Directors. Prepares meeting agenda, schedules meetings, takes meetings minutes and transcribes, prepares resolutions and gathers any materials or data required for Board review.
- Accepts telephone calls and visitors for the Executive Director, screening contacts and handling all routine matters when possible. Maintains an appointment calendar for the Executive Director and schedules appointments as necessary.
- Responsible for organizing and coordinating office operations and procedures to ensure organizational effectiveness and efficiency. Maintains schedule of front-desk coverage and monitors usage of VIHFA Training Room.
- Contributes to the overall operations by analyzing and reviewing current policies, procedures and practices and recommending revisions and changes.
- Determines need for and requisitions supplies, equipment and repair and maintenance services through agency channels.
- Maintains office petty cash.

QUALIFICATIONS:

- **Education:** Bachelors Degree in Business Administration or related field desirable
- **Experience:** 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; and Ability to provide exceptional customer service

SALARY RANGE:

\$45,760.00 - \$60,320.00 per annum depending upon qualifications and experience

Employment applications are available at our offices or may be downloaded from our website at www.vihfa.gov. Interested applicants must submit an application, cover letter, resume/vitae and three (3) professional letters of recommendation by close of business on Friday, January 15, 2016 to:

Yvonne A. Christopher, SHRM-CP, PHR
Director of Human Resources
Virgin Islands Housing Finance Authority
3202 Demarara Plaza Suite 200, St. Thomas, USVI 00802-6447

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