



ST. CROIX 116 King Street, Frederiksted, VI 00840
(340) 773-6499 FAX (340) 773-7701

ST. THOMAS 8000 Nisky Shopping Center, Suite 620, St. Thomas, VI 00802
(340) 714-1700 FAX (340) 777-1103

www.USVIEDA.org

ADMINISTRATIVE ASSISTANT

JOB CLASSIFICATION	ADMINISTRATIVE ASSISTANT
CLASSIFICATION	CLASSIFIED, UNION
SALARY	\$37,937.85-\$39,470.54
DEPARTMENT	ADMINISTRATION & FINANCE
DISTRICT	ST. THOMAS
REPORTS TO	CHIEF FINANCIAL OFFICER
LAST UPDATED	APRIL 20, 2022
JOB DESCRIPTION SUMMARY	
<p>Under the direct supervision of the Chief Financial Officer (CFO), this position provides a variety of administrative and clerical support to facilitate the efficient operation of the Administration and Finance Department.</p>	
ESSENTIAL FUNCTIONS	
<p>Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> • Answers, screens, and transfers inbound phone calls • Performs general clerical duties including photocopying, faxing, and mailing. • Answers, screens, and transfers inbound phone calls. • Schedules and organizes activities such as meetings, travel. • Prepares agendas for meetings. • Coordinates and maintains records for petty cash. • Maintains and updates electronic and paper filing system. • Sorts, distributes, and opens mail. Drafts written responses to inquiries or replies by phone or e-mail when necessary. Responds to regularly occurring requests for information. • Receives and directs visitors and clients. • Types general correspondences, memos, etc. Proofreads copy for spelling, grammar and makes appropriate changes. Responsible for accuracy of final copy. • Resolves problems and inquiries. • Performs other duties as assigned. 	
COMPETENCIES	
<ul style="list-style-type: none"> • Technical Capacity. • Personal Effectiveness/Credibility. • Thoroughness. • Collaboration Skills. • Communication Proficiency. • Flexibility. 	



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SUPERVISORY RESPONSIBILITY

This position has no supervisory responsibilities.

WORK ENVIRONMENT

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, fax machines and other office equipment as applicable.

PHYSICAL DEMANDS

This is a sedentary role; however, some stooping, walking, lifting, typing, talking, hearing, seeing, repetitive motions as necessary. This would require the ability to lift up to 20 to 50 pounds of force.

POSITION TYPE AND EXPECTED HOURS OF WORK

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m.

TRAVEL

No travel is expected for this position.

REQUIRED EDUCATION AND EXPERIENCE

- High School Diploma.
- Associate degree; or
- Bachelor's degree in Business Administration; and
- 2-5 years of administrative experience.
- Ability to work independently.
- Excellent oral communication skills; ability to read and write.
- Organizational and Time Management skills; ability to perform critical and time sensitive projects with limited directions.
- Computer literate (Microsoft Suite: Excel, Word; PowerPoint).
- Clerical and organizational skills; ability to prioritize and schedule.

PREFERRED EDUCATION AND EXPERIENCE

- Bachelor's degree in Business Administration.

ADDITIONAL ELIGIBILITY QUALIFICATIONS

None

AFFIRMATIVE ACTION PLAN (AAP)/EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT



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It is the policy of Economic Development Authority (EDA) not to discriminate against any employee or any applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation or national origin.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

How to Apply

To apply, send a letter outlining your interest and qualifications. Include your resume, along with the names, telephone numbers and email addresses for three (3) professional references. To ensure full consideration, all required documentation must be received by **4:00 p.m. (AST) on Friday, July 15, 2022**. Send documentation via email (.pdf) to Human Resources at the following email:

HR@usvieda.org

The position will remain open until filled. Submissions that do not include the requested documents will not be considered. The USVIEDA will only contact applicants selected for interview. Any applicant who needs a reasonable accommodation shall advise the Human Resources department at the email above.