



## GOVERNMENT EMPLOYEES' RETIREMENT SYSTEM OF THE VIRGIN ISLANDS

An Equal Opportunity Employer

### ANNOUNCES THE FOLLOWING VACANT POSITION ON THE ISLAND OF ST THOMAS

#### **Administrative Specialist**

Under the general supervision of a Senior Level Executive, an employee in this class will be responsible for providing confidential administrative support necessary to ensure smooth workflow. Performs a variety of tasks that require considerable judgment and initiative.

#### **DUTIES INCLUDE: (NOT ALL EXHAUSTIVE)**

- Perform administrative and content-related tasks aligned with the executive's scope of responsibilities
- Coordinate and manage scheduling of meetings, appointments, and travel arrangements
- Conduct research and compile data to support the preparation of statistical reports
- Organize and maintain an efficient file management system
- Screen and manage incoming telephone calls
- Draft and type routine correspondence and reports
- Sort, route, and manage incoming mail to appropriate personnel within the division
- Handle accounts receivable and payable for the division/unit
- Prepare outgoing mail and correspondence, including faxes and emails
- Assist in the preparation of the division's annual budget
- Act as a liaison for the division in meetings, as needed
- Provide support for special projects as required
- Order supplies and maintain inventory for the executive
- Perform other related duties as assigned

#### **QUALIFICATIONS:**

- Bachelor of Arts in Business Administration or a related field from an accredited institution
- Minimum of five (5) years of experience supporting senior-level executives

Interested candidates must submit a letter of interest, resume, and completed job application by 5:00 pm on **December 10, 2024**, Applications are available online at [www.usvigers.com](http://www.usvigers.com). Resume and application may be submitted via email to [hrdept@usvigers.com](mailto:hrdept@usvigers.com) or mailed to the following address by the deadline:

**Ms. Lorraine Murray Richardson**  
Human Resources Coordinator  
**Government Employees' Retirement System**  
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GERS Complex - 3<sup>rd</sup> Floor, St Thomas, VI 00802-5750