



The Virgin Islands Housing Finance Authority is seeking qualified applicants for the following CDBG-DR Grant Funded positions:

MANAGEMENT ASSISTANT

The Management Assistant position is a full-time position reporting directly to the Chief Engineer and works closely with the Construction managers. The Management Assistant role provides planning, research, organizing, managing, coordinating, and executing activities related to assigned projects to ensure reliable and efficient achievement of project goals. The candidate needs to be highly productive while managing multiple responsibilities and projects, able to make informed, timely and effective business decisions, is efficient, reliable, trustworthy with a high level of integrity, self-motivated, an excellent communicator internally and externally, and self-directed. An exceptional customer-service approach is critical to success in this position, helping to create and reflect the values of collaboration and respectfulness.

ESSENTIAL FUNCTIONS:

- ⇒ Responsible for scheduling routine meetings and recording decisions (e.g., next steps, assigned tasks etc.), and managing travel. email.
- ⇒ Breaking down complex projects into simpler tasks and setting goals and timeframes
- ⇒ Creating and updating workflows
- ⇒ Measuring and reporting on the project(s) performance
- ⇒ Monitoring progress of the Construction projects and also addressing potential issues
- ⇒ Retrieving necessary information such as related case studies and client/user requirements
- ⇒ Preparing and providing documentation to key stakeholders and internal teams
- ⇒ Ordering resources (e.g., software, supplies and equipment)
- ⇒ 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.
- ⇒ Performs other related duties and responsibilities as assigned.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

- ⇒ **Education:** High School Diploma or equivalent Certificate; or Bachelor's 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
- ⇒ **Knowledge, Skills & Abilities:** Prior experience as a Project Coordinator, Project Administrator or a similar role; Experience with flowcharts, and construction schedules; Ability to work in a fast-paced team environment; Strong multitasking skills with the ability to prioritize tasks; Problem-solving skills with a keen eye for details; Exceptional time-management and organizational skills; Strong verbal and written communication skills; 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 exercise considerable initiative, independent judgment and discretion in performing duties, including confidential matters; Public relations 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 providing out information; Ability to provide exceptional customer service; A valid Virgin Islands driver's license.

SALARY: \$45,000 - \$55,000 per annum depending upon qualifications. CDBG-DR grant funded position.

APPLICATION INSTRUCTIONS AND PROCEDURES:

Interested applicants must submit an application, cover letter, and resume/vitae. **Applications will be received 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 Tuesday, February 21, 2023;** 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