



Virgin Islands Waste Management Authority

Job Vacancy Announcement

Administrative Support Coordinator

St. Croix

EXEMPT

SALARY: Commensurate with Experience

DEADLINE: Open Until Filled

SUMMARY:

The Administrative Support Coordinator performs administrative and business-related activities in support of a division. Provides administrative support to a director or senior staff member. Collects data and technical information and develops assigned reports. Responsible for maintaining records, files, and documents. Provides division staff with assistance and assists other administrative staff. When working in the field, there is exposure to dirty, noisy, and dusty conditions and disagreeable odors.

DUTIES AND RESPONSIBILITIES:

- Serve as the senior administrative staff member in the division.
- Perform administrative and business-related support activities in accordance with instructions from the director or senior manager.
- Coordinate travel arrangements, maintain the daily schedule, and manage telephone calls for the director/manager and other staff as assigned.
- Responsible for maintaining the division files, initiating purchases, and initiating action on required reports and/or data summaries.
- Complete payroll routinely and efficiently according to pre-established guidelines.
- Assemble data into formats and/or reports as directed by the director.
- Conduct research and background analyses as requested by the director/manager.
- Track deadlines and provide advance notice to the director or senior staff

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of upcoming requirements.

- Manage and process invoices, departmental manifests, and vendor payments in support of divisional operations.
- Perform special projects and prepare various forms and reports on behalf of the division.
- Perform other duties as assigned.

Education and/or Experience:

- High school diploma or GED is required
- Business degree or other advanced education is very desirable.
- A minimum of two to five years of relevant administrative, purchasing, or accounting experience is preferred.
- Equivalent combinations of education and experience may be considered.

Virgin Islands Waste Management Authority is an Equal Opportunity Employer

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