



## **JOB VACANCY**

The BVI Electricity Corporation (“BVI E C”) is currently seeking a dynamic, innovative and highly motivated individual to fill the vacant position of **Executive Assistant** to the General Manager. The Executive Assistant should be a proactive problem solver with exceptional communication skills and meticulous attention to detail. The ideal candidate must be flexible while maintaining a high level of professionalism and confidentiality.

### **1. OBJECTIVES OF THE ROLE:**

- Provide strong support for the General Manager primarily and additional support to senior management, as directed, to ensure that organizational goals and objectives are accomplished and that operations run efficiently.
- Maintain and refine internal processes that support senior management and coordinate internal and external resources to expedite workflows.
- Effectively manage communication with employees by liaising with internal and external stakeholders on various projects and tasks.

### **2. QUALIFICATIONS and EXPERIENCE:**

- Associate’s degree with eight (8) or more years experience as an Executive Assistant, Personal Assistant or similar administrative role reporting directly to upper management;  
*or*
- Bachelor’s degree with five (5) or more years of experience as an Executive Assistant, Personal Assistant or similar administrative role reporting directly to upper management;  
*and*
- Experience in minute taking, filing systems, and drafting various documents.

### **3. SALARY:**

Salary will be commensurate with qualification and experience.

### **4. PRIMARY DUTIES (include, but not limited to):**

- Manage professional and personal scheduling for the General Manager, including agendas, mail, email, phone calls, client management, meetings and other company logistics;
- Coordinate complex scheduling and calendar management, as well as content and flow of information to senior management;
- Manage the General Manager’s travel logistics and activities, including accommodations, and transportation;
- Provide administrative and office support, such as typing, dictation, minute taking, spreadsheet creation, document management, and maintenance of filing system and contacts database;

- Draft and prepare responses to routine correspondence on behalf of the General Manager.
- Travel to sister islands to perform duties on behalf of BVIEC; and
- Any other reasonable duties assigned as may be necessary to achieve the goals and objectives of BVIEC.

#### **5. PERSONAL ATTRIBUTES AND COMPETENCIES:**

- High proficiency with Microsoft Office suite and an aptitude for learning new software and systems;
- Excellent written, verbal and interpersonal communication skills;
- Excellent organizational and time management skills;
- Strong time-management skills and an ability to organize and coordinate multiple projects;
- Flexible team player and willing to adapt to changes;
- Ability to show discretion/diplomacy;
- Ability to maintain professionalism and strict confidentiality of information related to BVIEC, its employees and other key stakeholders;
- Basic accounting skills; and
- Knowledge of applicable laws relating to income taxes, company organisation and management, and electricity regulation.

#### **How to Apply**

Applicants meeting the above criteria must submit the following to the email or address listed hereunder:

- Cover letter indicating the position being applied for;
- Resume;
- Two (2) professional references;
- Two (2) personal references;
- Certified copies of academic certification and/or diplomas; and
- A recent passport size photograph.

**[humanresources@bvielectricity.com](mailto:humanresources@bvielectricity.com) or the below address:**

**The General Manager  
BVI Electricity Corporation  
P. O. Box 268  
Road Town, Tortola  
British Virgin Islands**

#### ***Disclaimer***

*This description of the position is meant to outline the general nature and level of work required. The responsibilities, duties and skills listed for the position are non-exhaustive and the successful candidate will be required to follow any other job-related instructions and to perform other job-related duties as requested.*

**CLOSING DATE: July 22, 2024**