



VACANCY NOTICE 003/2021

EXECUTIVE ASSISTANT

The Telecommunications Regulatory Commission is seeking an experienced Executive Assistant to support the Chief Executive Officer and the managerial team. This person will be expected to perform a variety of tasks and meticulously maintain all documents that come into the Commission for the Chief Executive Officer. The Executive Assistant should be great at problem solving and have experience as an Executive or Administrative Assistant. The ideal candidate should be responsive, positive, and seeking a challenging role.

The Executive Assistant Primary Responsibilities:

- Must be able to perform duties with a high level of confidentiality and must be able to work independently.
- Must be able to effectively communicate with all levels of internal and external contacts.
- Organising and maintaining a comprehensive accurate database and filing system of all correspondence entering the Commission addressed to the CEO.
- Providing administrative assistance, such as writing and editing e-mails, drafting memos, and preparing communications on the executive and management behalf.
- Writing first drafts of correspondence, reports, proofreading/formatting final drafts, ensuring accuracy, clarity.
- Act as secretary in selected meetings and complete minutes of meeting.
- Answering phone calls in a polite and professional manner.
- Manage and maintain executive budget, including scheduling travel and conferences and performing basic bookkeeping functions.
- Organizing meetings, including scheduling, and sending reminders
- Managing the executive's calendar, including both business and personal, making appointments and prioritizing the most sensitive matters.
- Providing support to the Chief Executive Officer and the Commission's Senior Management Team.
- Assist with the preparation of documents for Senior Management discussions and other meetings as required.

Requirements: -

- Strong organizational skills and ability to work under pressure.
- Be highly organized and understand the importance of deadlines.
- Be highly trustworthy, discreet and use good judgment.
- Excellent verbal and written communication skills.
- Must be able to work independently, displaying proactivity and self-direction.
- Exceptional word processing and record management skills.
- Problem-solving and decision-making abilities; and
- Proficiency in Microsoft Office applications, especially Microsoft Word.

Minimum Qualifications: -

- A Bachelor's degree from an accredited institution; and
- Five years, experience as an Executive Assistant; Personal Assistant or

Salary: 35,000 – 45,000

Terms: 2 years Contract – BVI Islanders or Belongers Preferred

Closing date: October 1, 2021

Please send resume to:
Human Resources
Telecommunications Regulatory Commission
P.O. Box 4401
Road Town, Tortola
British Virgin Islands VG 1110
or email hr@trc.vg