

VACANCY NOTICE 001/2024

PERSONAL ASSISTANT

The Telecommunications Regulatory Commission (TRC) is seeking a highly organized and detail-oriented Personal Assistant to work closely with the Chief Executive Officer and support daily operational tasks. The ideal candidate must be able to communicate effectively and must be a proactive and adaptable individual capable of handling a wide range of administrative and executive support duties. In addition to assisting the CEO, the Personal Assistant should be great at problem-solving and will occasionally collaborate with managers.

KEY RESPONSIBILITIES

Executive Support:

- Manage and maintain the CEO's schedule, appointments, meetings, and travel arrangements.
- Coordinate and prepare materials for meetings, conferences, and business trips.
- Handle confidential and sensitive information with discretion.
- Manage and maintain the executive budget, performing basic bookkeeping functions.

Communications and Liaison:

- Act as a primary point of contact between the CEO and internal/external stakeholders.
- Draft and prepare correspondence, emails, reports, and other documents on behalf of the CEO.

Task Coordination:

- Organize and prioritize tasks, ensuring that deadlines are met.
- Organize meetings, including scheduling and sending reminders.

Meeting Support:

- Attend meetings with the CEO, take minutes, and distribute action items.
- Prepare agendas and materials for meetings.

Document Management:

- Organize and maintain files, records, and documentation in both physical and electronic formats.
- Strong organizational skills and the ability to work under pressure.

Managerial Support:

- Collaborate with various managers across departments to facilitate communication and coordination.
- Assist in project management, as needed.

MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

- Bachelor's degree in Business Administration, Management, or a related field is preferred.
- A minimum of 3 - 5 years of experience as a Personal or Executive Assistant.
- Proficient in Microsoft Office applications and other relevant software.
- Excellent verbal and written communication skills.
- Highly organized, respecting the importance of deadlines.
- Must be able to work independently, displaying proactivity and self-direction.
- Strong written and verbal communication abilities.

Salary Scale: Commensurate with experience

Term of Employment: 2-year contract – BVI Islanders or Belongers

Closing Date: March 29, 2024

Please send resumes and cover letters to:

Human Resources

Telecommunications Regulatory Commission

P.O. Box 4401

Road Town, Tortola

British Virgin Islands VG 1110

or email hr@trc.vg