



**BRITISH VIRGIN ISLANDS PORTS AUTHORITY**  
**VACANCY NOTICE 1/2016**  
**ADMINISTRATIVE OFFICER /OFFICE SUPERVISOR**



Applications are invited for the post of **Administrative Officer/Office Supervisor** the British Virgin Islands Ports Authority, for immediate employment.

**QUALIFICATIONS:**

1. Bachelor's Degree in Business Administration, Management or any other related field;
2. Five years minimum experience performance in office administration with supervisory level responsibilities;
3. Excellent written, oral and interpersonal communication skills;
4. Extensive administration and organizational skills;
5. Ability to establish and maintain effective daily work plan; and
6. Proficiency in MS Word, Excel and Power Point.

**Salary will be determined commensurate with relevant qualification and experience.**

**REPORTS TO: ADMINISTRATION MANAGER**

**DUTIES AND RESPONSIBILITIES:**

1. Maintains a high level of confidentiality when performing all assigned duties and responsibilities.
2. Supervises daily functions of the Administration Department. These include but are not limited to:
  - a. Directing and assigning duties to administrative staff
  - b. Ensuring the proper receiving and recording of incoming and outgoing mail; and the circulation of mail folders to relevant Department Managers.
  - c. Ensuring the on time payments of all administrative expenses, such as: telephone, electricity, cellular phones and water accounts per contractual agreements.
  - d. Daily supervision of all administrative staff.
  - e. Composes all relevant administrative correspondence when required;
3. Supports the Administration Manager with the planning and organizing of all conferences which falls under the portfolio of the Administration Department, by preparing travel and hotel accommodations and registration for all Authority delegates;
4. Makes recommendations to the Administration Manager regarding training for administrative staff based on individual needs;
5. Assists the Administration Manager with the coordination and preparation of the Authority's annual reports;
6. Prepares monthly departmental reports. Such reports will include but are not limited to: updates on monthly expenditure; training and workshops, recognitions, and other pertinent undertakings in the department;
7. Oversees the maintenance of the central registry of files; and
8. Coordinates all public relations activities pertaining to the Authority and all other Statutory and Government agencies as directed by Administration Manager and/or Managing Director.

**CLOSING DATE:**                      **July 6, 2016**

**APPLICATIONS:**

All interested applicants **must** apply \*online or submit a completed Application Form along with the required documents during the hours of 8:30 a.m. - 4:30 p.m. Monday – Friday to the following physical address:

Human Resources Manager  
British Virgin Islands Ports Authority Headquarters  
2 Port Purcell  
Tortola, VG1110  
British Virgin Islands  
\* [mmark@bviports.org](mailto:mmark@bviports.org)  
**British Virgin Islanders or Belongers Preferred**