



VACANCY ANNOUNCEMENT

JVA 17-007

It is the policy of the Marianas Visitors Authority (MVA) to limit hiring to qualified US workers, as restricted by CNMI law, and that equal opportunity be given to all qualified US worker applicants regardless of age, sex or sexual orientation, religion, marital status, political status, veterans status, disability or place of origin. MVA is an equal opportunity employer.

POSITION TITLE: ADMINISTRATIVE ASSISTANT
PAY LEVEL : 05/01 – 05/08
ANNUAL SALARY: \$18,329.834 - \$25,791.918*
LOCATION: Marianas Visitors Authority, Saipan

Opening Date: 03/20/17

Closing Date: 04/03/17 **

**The salary given will be determined by the qualifications of the selected applicant.*

***Applications must be submitted by 5:00 pm at the end of business hours on the closing date. If not filled, the vacancy will be re-announced on a continuing status and applications will be reviewed every two weeks, thereafter, until the search is closed. Deadlines that fall on a non-business day will be extended to the next business day.*

NATURE OF WORK

The employee in this position will perform clerical and other administrative support duties at the reception desk, assisting in the efficient and continuing operation of the Marianas Visitors Authority's Administrative Section.

DUTIES & RESPONSIBILITIES

- Know and uphold the established MVA Mission, policies and procedures, relevant federal and Commonwealth statutes and regulations, and MVA and Human Resource Management objectives.
- Make all travel arrangements, inclusive of airfare, car rental, and sometimes hotel arrangements, for the Managing Director, Deputy Managing Director, Board members and some other managers and staff depending on the event. This includes preparation and processing of the purchase order (PO) and Travel Allowance (TA).
- Managing work-related of calendars: Managing Director's, Conference Room, Vehicle, and Travel.
- Prepare for Board Meetings, to include helping with arranging the board packages and delivering them, getting refreshments, prepping the conference room (or whatever venue the meeting will be held at), and cleaning up afterwards.
- Log in all documents for the Managing Director's signature and/or review. This includes letters, billings, checks, purchase order requests, purchase orders, and other documents needing the Managing Director's attention. Maintain record of the documents that go into the Executive office and where it ends up.
- Assist the Special Assistant to the Managing Director with various projects, events, and meetings, such as, but not limited to delivering board meeting packages and other items to various businesses and government agencies, picking up refreshments for meetings, and setting up the conference room for meetings.
- Scan documents with Managing Director's signature and input them into the electronic Reading File. Insert hard copies that do not need to be passed on to another person into the Reading File binder.
- Assist the receptionist by answering phone calls and taking phone messages, by attending to visitors and assisting them with their questions and needs, and by helping to keep the front office clean and tidy, etc.
- Assist other sections within MVA in the conduct of tourism-related projects and events, as required.

- Perform other duties as may be assigned, including occasional duties normally performed at either a higher or lower position level

MINIMUM QUALIFICATION REQUIREMENTS:

- Graduation from High School or completion of GED.
- One (1) year of clerical or administrative work experience.

OTHER QUALIFICATION REQUIREMENTS

- Writing, organizational and clerical skills required.
- Ability to operate office equipment e.g., personal computer, photocopier, scanner, facsimile and other office equipment.
- Ability to prepare correspondence and make oral presentations.
- Must possess a valid driver's license.

CONDITIONAL REQUIREMENTS

This position is "Non-Exempt" and is eligible to receive overtime compensation pursuant to NMIAC § 10-20.2-340 [Part IV.B16 of the Personnel Service System Rules and Regulations (PSSRR)] and the Fair Labor Standards Act (FLSA).

HOW TO APPLY

Interested persons may contact the Marianas Visitors Authority Office at (670) 664-3200/01. A completed application must be submitted together with the required documents prior to the closing date in order to be considered. A resume may be attached, but **THE APPLICATION FORM MUST BE FILLED OUT IN FULL, OR THE APPLICATION WILL NOT BE CONSIDERED. DO NOT SIMPLY REFER TO AN ATTACHED RESUME.**