

Job Announcement Open Competitive Examination

To establish a list for the position of:

Position Title		Announcement Number
Administrative Assistant		2025-08
Applications will be accepted for the period:		
Date Open:		October 1, 2025
Date Close:		October 15, 2025 (COB)
Salary		
Minimum	Grade	Annual
	H - 2 - D	\$43,634
Maximum	Grade	Annual
	H - 3 - D	\$45,406

Position Title: Administrative Assistant

Reports to: The Financial Controller with secondary reporting to the Director of Research and Personnel Services Administrator

Summary: This position provides administrative and secretarial support to Administrative Division – Finance, Research, and HR

Qualifications/Requirements:

- Three years of staff work involving budget and other management, operations and graduation from high school; or
- Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Essential Functions:

- Composes correspondence for the signature of the supervisor; organizes and coordinates matters requiring executive action; insures compliance to established laws, policies, and related administrative guidelines.
- Expedites requests for quotations, purchase requisitions and other administrative transactions.
- Conducts research on an assigned subject; compiles data and statistics.
- Assists in the preparation of the budget and other related matters of the department or agency; maintains budget ledgers and monitors the funds allocated to the various budgetary accounts; alerts management to problem areas.
- Arranges conferences, meetings and appointments; may represent supervisor at meetings or conferences.
- Performs related duties as required.

Knowledge, Abilities & Skills:

- Knowledge of office management practices and general administrative functions.
- Ability to make work decisions in accordance with established laws, rules and other program guidelines and to apply departmental or agency policies to work problems.
- Ability to compile statistics.
- Ability to work effectively with the public and employees.
- Ability to communicate effectively, orally and in writing.
- Ability to maintain records and prepared reports.

**Key Competencies:**

1. Technical Capacity
2. Personal Credibility
3. Thoroughness
4. Collaboration Skills
5. Communication Proficiency
6. Flexibility
7. Interpersonal Relations
8. Problem Solving

Supervisory Responsibility:

This position has no supervisory responsibilities.

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands:

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

Other Duties:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

How to Apply:

Interested internal and external applicants may pick up and/or submit a GVB Job Application at the address below between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding designated holidays:

Guam Visitors Bureau
401 Pale San Vitores Road
Tumon, Guam 96913

Applications will also be available online at the GVB website:
<https://guamvisitorsbureau.com/news/employment-announcements>.

Applications can also be emailed to Jobs@visitguam.org. All applications must be received by **5:00 p.m. (close of business)** on the closing date stated on the job announcement. For further information, contact the GVB Office at (671) 646-5278. Pre-employment drug testing is required.

GVB is an Equal Opportunity Employer and a Drug-Free Workplace.


RÉGINE BISCOE LEE
PRESIDENT and CEO