



Job Opportunity

The BVI Tourist Board is currently seeking an experienced **Executive Assistant** for its Deputy Director of Tourism. The successful candidate will be energetic, outgoing and thrives well in a fast-pace environment - providing high-level administrative support to the Deputy Director of Tourism; preparing statistical reports; conducting research; arranging conference calls and maintaining the executive's calendar among other things.

Requirements: Applicant must have sound knowledge of Microsoft Office; Associate Degree (Bachelor's preferred) or five (5) years related experience and training combined; excellent organization skills; excellent time management, excellent oral and written communication skills; ability to multitask in a fast-pace environment and interact well with diverse individuals; flexibility and professionalism is a must; BVIlander or Belonger preferred.

Salary will commensurate with relevant qualification and experience.

Please forward your letter of interest and resume to the below address on or before **February 15, 2019**.

**Human Resources Director
BVI Tourist Board
P.O. Box 134
Road Town, Tortola,
British Virgin Islands**