



PUBLIC NOTICE

Program – CDBG-DR

Title – Executive Secretary

PRDOH – Secretaria Ejecutiva de Programa

Area –

Required Skills and Qualifications:

- Bachelor Degree in Administration of office systems or secretarial science.
- 1- Year professional experience in secretarial field.
- Bilingual English/Spanish.
- Prepares letters, memorandums, circulars, certifications, statistic tables, work plans and other documents, related to the unit assigned by using a typewriter or a computer.
- Maintains the supervisor's activity calendar, coordinates reunions, interviews and appointments and informs him.
- Transmits instructions and information to the employees assigned to the unit of work and follows up on assignments from supervisor.
- Receives, sends, controls, distributes the correspondence of the unit assigned, and establishes the order of priority of the same.
- Revises, detects and corrects orthographic and grammatical errors in the correspondence of the supervisor.
- Establishes and maintains controls of actualized files related to the unit assigned.
- Prepares requisitions of materials and equipment for the work area.

Reports to – Depending Division assigned to

Interested candidates please send the resume to the following email address: infocdbg@vivienda.pr.gov (include subject: "**EMPLOYMENT OPPORTUNITY**").

This position is subject to Section 3 from the Housing and Urban Development Act of 1968. Under Section 3 public housing residents (including section 8 residents), or low-income citizens who live in the vicinity of a HUD-assisted project, can receive recruitment or contracting priority. It is important to comply with all of the requirements of the contractor opportunity or position.