



FINANCIAL INSTITUTIONS COMMISSION (FIC) & FINANCIAL INTELLIGENCE UNIT (FIU)

VACANCY ANNOUNCEMENT

ADMINISTRATIVE SPECIALIST

Position: Administrative Specialist

Location: FINANCIAL INSTITUTIONS COMMISSION (FIC)/FINANCIAL INTELLIGENCE UNIT (FIU)

Posting Start Date: November 24, 2025

Posting End Date: December 8, 2025

SALARY RANGE: \$17,255.00 to \$18,866.00

Position Type: Contract, Exempt

DUTIES AND RESPONSIBILITIES:

Provide primary administrative support to the Financial Intelligence Unit ("FIU") and general administrative support to the Financial Institutions Commission ("FIC"), including:

- Answering the phone, e-mails, and managing the front desk;
- Assisting in record keeping and file maintenance;
- Recording and drafting meeting minutes, meeting notices, and agendas;
- Preparing travel arrangements;
- Preparing and processing of travel authorizations, requisitions and other required documents;
- Preparing employment contracts and personnel actions;
- Assisting with budget tracking and reporting;
- Monitoring office supply stock level and preparing procurement requirements;
- And other related duties and tasks as assigned.

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

Minimum Associates Degree in related field with some training and at least two (2) years of progressive work-related experience.

Knowledge/Skills

- **Required**

- Ability to communicate professional, both orally and in writing;
- Basic understanding of e-mail, Microsoft Word and Microsoft Excel;
- Ability to work independently and take initiative with unfamiliar tasks;
- Willing to learn and grow into the position.

Submit applications to josepha@ropfic.org and director@palaufiu.org. Any questions, please contact FIC at 488-3560 or FIU 488-5080. FIC/ FIU will prioritize on-island candidates.