

Position: Sales & Business Relationship Manager

Location: Business Banking Center, Belize City

Employment Type: Full-Time

Reports to: General Manager – Business Banking

Job Purpose:

The Sales & Business Relationship Manager is responsible for managing a portfolio of mid- to large-sized business clients, focusing on maintaining and expanding relationships. This role actively seeks new business opportunities, provides strategic financial advice, and cross-sells the Bank's products and services. By promoting a strong sales and service culture, the manager supports clients' business and personal financial goals while ensuring compliance with lending and regulatory standards.

Key Responsibilities and Duties:

- Grow and manage a portfolio of business clients, driving acquisition and expansion.
- Meet or exceed targets related to lending, deposits, card products, and fee-based services.
- Assess creditworthiness and prepare/review loan applications in line with bank policy and prudent lending practices.
- Monitor account performance, including arrears, overdrafts, loan maturities, and exception reports.
- Conduct regular client visits and calls to deepen relationships and identify cross-sell opportunities.
- Ensure accurate loan documentation, timely fee collections, and compliance with AML and risk protocols.
- Collaborate with internal departments, including Business Support and Risk, to ensure smooth account setup and maintenance.
- Actively contribute to team meetings, learning initiatives, and strategic planning.
- Submit timely and accurate management reports and client updates.
- Provide excellent service to both internal and external stakeholders.

Education and Work Experience:

- Bachelor's Degree in Business, Finance, Management, or a related field.
- 5-10 years of progressive experience in credit underwriting, risk management, or business lending.

Knowledge, Skills and Abilities

- Strong knowledge of commercial and micro/small business banking operations.
- Proficient in credit analysis, financial statement review, and risk mitigation.
- Demonstrated skills in relationship management, negotiation, and business development.
- Familiarity with regulatory requirements and credit policy frameworks.
- Excellent communication (written and verbal), interpersonal, and presentation skills.
- Ability to evaluate loan applications, structure financing solutions, and maintain a quality credit portfolio.
- High level of integrity, attention to detail, and customer-centric approach.
- Proficiency in analyzing business trends and client needs for customized financial recommendations.

Please note that relevant work experience may compensate for academic qualifications.

Interested candidates can send a cover letter and résumé to:

Human Resources Department Email: careers@belizebank.com

(Subject: Sales & Business Relationship Manager, BBU)

DEADLINE FOR APPLICATIONS is September 05, 2025

*A valid Police Record will be required for an offer to be made to a successful candidate.

***Only shortlisted candidates will be invited for an interview. If you do not hear from us within two (2) weeks of the application deadline, we encourage you to apply for future opportunities with us.*