

Position: Batch Operator

Department: Information Systems Department

Division: Finance & Operations

Employment Type: Full-Time

Reports to: Senior Systems Administrator

Job Purpose:

The Batch Operator is responsible for performing all duties related to the End-of-Day (EOD) batch process with accuracy and efficiency. The role also provides first-level technical support to ensure smooth operation of the Bank's computer systems and data processing functions.

Key Responsibilities and Duties:

- Perform centralized data processing activities, including EOD batch procedures and data transfers.
- Conduct regular backups, archiving, distribution, and maintenance of information systems data and reports.
- Provide first-level technical support and respond to operational issues from branches.
- Assist with LAN infrastructure setup, configuration, and upgrades of PCs and peripherals.
- Troubleshoot and resolve system or production issues while maintaining accurate documentation.
- Ensure proper application of IT and operational policies for data integrity and system continuity.
- Flexibility to work extended hours, including evenings, weekends, and public holidays, to accommodate batch processing schedules and system maintenance activities.

Education and Work Experience:

- Associate's Degree in Information Technology, Computer Science, or related technical field.
- At least one (1) year of work experience in an information technology field.

Knowledge, Skills and Abilities

- Strong organizational and time management skills.
- Excellent problem-solving and decision-making abilities.
- Effective communication and customer service skills.
- Ability to work independently and maintain confidentiality.
- Knowledge of the banking environment and related regulatory requirements is an asset.

Interested candidates can send a cover letter and résumé to:

People & Culture Department Email: careers@belizebank.com
(Subject: Batch Operator - Information Systems Department)

DEADLINE FOR APPLICATIONS is October 23, 2025 at 11:59 pm

**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.*