

**Position: Office Assistant**

**Location:** Belmopan

**Employment Type:** Full-time

**Reports to:** Manager, Digital & Retail Banking Services (Belmopan)

**Job Purpose:**

Provide support to the Administrative Officer through the performance of tasks related to the collection and delivery of packages/mail, the maintenance of premises and equipment with specific regard to reliability, accuracy, courtesy and confidentiality in compliance with Operating Procedures, Bank policy and guidelines and the laws and regulations of Belize. Perform other duties and provide relief as required.

**Educational & Work Experience Requirements:**

- High School Diploma or equivalent
- At least six months work experience as a messenger, courier or office assistant
- Valid driver's license with good knowledge of principles/methods of moving people, goods or documents by air, sea or road

**Skill & Ability Requirements:**

- Pro-active, mentally alert, organized with sound judgment, integrity and initiative
- Flexible team player with the ability to work long and irregular hours
- Good interpersonal and communication skills
- Bilingual with ability to speak and write English and Spanish (asset)
- Computer literate

**Application Requirements:**

- Application Letters and Resume/CV
  - Reference Letters
- Degrees and Diplomas/Certifications
  - Police Record
  - Valid Social Security Card

\*Applications omitting any of the required documents will be considered incomplete and will not be considered.

**Qualified applicants can send their résumés/CVs to:**

*Human Resources Department  
Belize Bank Ltd.  
Belize Bank Centre  
Coney Drive, Belize City  
Belize*

*Or Email: [careers@belizebank.com](mailto:careers@belizebank.com)*

*Re: Office Assistant (Belmopan)*

**Deadline for applications is July 19, 2024**