

Position: Teller**Location:** Orange Walk Branch**Employment Type:** Full-time**Reports to:** Cash Services Supervisor**Job Purpose:**

The Teller will always provide exceptional customer service, processing transactions promptly and accurately, maintaining proper custody of cash and vouchers, cross selling products and services to satisfy customer needs and meet targets set in accordance with regulatory requirements, Central Bank guidelines and Belize Bank's strategies and policies. Perform other duties and provide relief as required.

Educational & Work Experience Requirements:

- Associate Degree in Accounting or Business Administration
- At least six months work experience in counting, receiving, and disbursing money and executing financial transactions and/or prior bank teller experience.
- Knowledge of the banking industry in Belize and general regulatory procedures mandated by the Central Bank of Belize (asset)

Skill & Ability Requirements:

- Excellent Interpersonal and communication skills
- Excellent customer service skills with sound judgment and tact in customer interaction
- Very good organizational skills with ability to handle high volumes of work.
- Good analytical and problem-solving skills.
- Accuracy and attention to detail
- Computer literate with proficiency in Microsoft suite
- Ability to compile, code, categorize, calculate, tabulate, audit and/or verify information or data.
- Ability to work under pressure.
- Ability to promote and sell the Bank's products and services.
- Ability to maintain confidentiality to the highest priority in all functions at the Bank.
- Bilingual in English and Spanish with the ability to speak and write (asset)

Application Requirements:

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

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

Re: Teller Position (Orange Walk)

Deadline for applications is August 19, 2024