

Position: Junior Business Analyst

Location: Business Intelligence Unit – Belize City

Employment Type: Full-Time

Reports to: Business Analyst

Job Summary:

The Junior Business Analyst supports the Business Intelligence Unit by handling day-to-day data requests, generating routine reports, supporting the automation of simple processes and assisting in maintaining data quality and documentation. This position acts as a communication bridge between the branches and the team to ensure timely and accurate fulfillment of requests.

Key Responsibilities and Duties:

- Prepare and generate routine reports using various data systems.
- Conduct basic data quality checks and assist with data preparation.
- Create and update dashboards and visualizations for performance tracking.
- Handle and triage incoming requests from branches and departments.
- Document and track request status and communicate outcomes clearly.
- Provide first-level analysis of data trends and anomalies.
- Assist in testing dashboards and tools for accuracy.
- Support automation of repetitive data processes.
- Maintain organized records for audit and reference.
- Follow data security protocols and confidentiality guidelines.
- Contribute to maintaining internal documentation and training records.

Education and Work Experience:

Bachelor's Degree in Business Administration, Statistics, Computer Science, or a related field. At least one (1) year of experience in a data-related role or administrative position involving data management. Exposure to business intelligence tools and data visualization software is a plus. Experience working in financial services or customer support is preferred.

Knowledge, Skills and Abilities

- Knowledge of basic data analysis, key performance indicators, and reporting tools such as Microsoft Excel and Power BI.
- Familiarity with data quality assurance practices, data privacy, and security protocols.
- Strong analytical skills with attention to detail and the ability to identify trends and inconsistencies.
- Effective communication skills to clearly convey findings and updates to both technical and non-technical stakeholders.
- Organizational and time management skills to prioritize tasks and manage multiple requests efficiently.
- Ability to learn quickly, adapt to new tools and systems, and support automation of simple processes.
- Team-oriented mindset with the ability to work independently and collaboratively across departments.
- Commitment to confidentiality and adherence to established procedures and data handling policies.

Interested candidates can send a cover letter and résumé to:
Human Resources Department Email: careers@belizebank.com
(Subject: Junior Business Analyst – Business Intelligence Unit)

DEADLINE FOR APPLICATIONS is **June 18, 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.