CENTRAL BANK of BELIZE




# CAREER OPPORTUNITY

## OFFICE SERVICES ASSISTANT

The Central Bank invites qualified individuals to join its General Services Department.

The Office Services Assistant supports efficient daily operations by providing front-office, mail and courier, records management, document production, and administrative services. This role ensures that information is handled accurately, promptly, and confidentially while delivering professional service to internal and external stakeholders.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide professional reception services, including greeting and directing visitors, answering telephone calls, and responding to routine enquiries.
- Receive, sort, record, distribute, and dispatch incoming and outgoing mail, courier items, and deliveries, ensuring timely and confidential handling.
- Coordinate with courier providers, postal agencies, and internal departments to facilitate the efficient delivery and collection of correspondence and packages.
- Provide document production services, including printing, copying, scanning, laminating, and binding, and ensure the proper use and maintenance of reprographic equipment.
- Support records and document management through filing, retrieval, maintenance, and other related activities.
- Assist with the inventory of the Bank's paintings and other designated assets, including semi-annual inventory exercises.
- Provide clerical and administrative support to the General Services Department to facilitate its day-to-day operations.
- Deliver responsive and courteous service to internal and external stakeholders.
- Perform other related duties consistent with the functions of the position and the General Services Department.

The applicant should possess the following:

### EDUCATION AND EXPERIENCE

- An associate's degree in business administration or a related field from a recognized tertiary institution, together with at least two (2) years of relevant experience.

### TECHNICAL KNOWLEDGE

- Knowledge of office administration and confidentiality standards; Strong oral and written communication, customer service, and relation-building skills; Proficiency in operating office equipment, including printers, copiers and scanners; Proficiency in Microsoft Office Suite.

### COMPETENCIES

- Initiative, Interpersonal Relations, Organizational Ability, Analytical Ability, Communication, Customer Focus, Job Knowledge, Quality of Output, Deportment, Problem Solving and Judgement.

Submit the following documents by **Wednesday, 11 November 2026**:

- CBB Employment Application Form (available online)
- Curriculum vitae
- Two (2) references, both from a current or previous employer
- Certified copies of university transcripts, degrees, and any other professional certificates

**Only applicants selected for further consideration will be contacted.**

**Applications should be addressed to:**

Manager, Human Resources Department
Central Bank of Belize
P O Box 852 or Gabourel Lane
Belize City, BELIZE

**Ref: Office Services Assistant – General Services Department**

Email: hr@centralbank.org.bz or online at www.centralbank.org.bz
(All applications will be held in strict confidence.)