CENTRAL BANK of BELIZE



CAREER OPPORTUNITY

SENIOR ADMINISTRATIVE ASSISTANT

The Central Bank invites qualified individuals to join its Exchange Control Department.

The Senior Administrative Assistant supports the Manager's office and the respective department by ensuring effective communication and efficient operation of priority matters. The role optimizes the Manager's time through planning, scheduling, and monitoring of departmental responsibilities.

Essential Duties and Responsibilities

- Receive, screen, and prioritize telephone calls, emails, and other correspondence directed to the Manager's office.
- Respond to correspondence in accordance with established guidelines and draft correspondence for the Manager's review and signature.
- Support the Manager and department with daily, weekly, and monthly planning to ensure all matters are addressed in a timely manner.
- Develop and maintain effective follow-up systems to monitor the implementation of the Manager's directives, decisions, and requests within agreed timelines.
- Follow up on time-sensitive issues and keep the Manager advised of their status.
- Coordinate the Manager's and department's participation in domestic and international meetings, conferences, and events, including securing agendas and preparing required documentation.
- Maintain Manager's office and departmental records in accordance with established guidelines, ensuring highest level of confidentiality.
- Manage stationery and office supplies to maintain adequate inventory levels and ensure timely distribution.
- Plan and execute assigned projects and events, including management retreats and regional activities coordinated from the Manager's office.
- Prepare, reconcile, and file weekly and monthly leave and attendance reports for departmental personnel.
- Perform other duties as required to support the department's functions.

The applicant should possess the following:

Education and Experience

- A preferred qualification of an associate's degree in business administration, or a related field from a recognized tertiary institution, with at least three (3) years of relevant experience; Possession of an Advanced (Executive) Administrative Professional Certificate will be considered a strong asset.
- A minimum qualification of an associate's degree in business administration, or a related field from a recognized tertiary institution, with at least two (2) years of relevant experience.

Technical Knowledge

- Knowledge of office administration and confidentiality standards; Strong communication (oral and written), customer service and relation-building skills; Project management skills; Proficiency in Microsoft Office Suite.

Competencies

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

Submit the following documents by **Wednesday, 25 November 2026**:

- Central Bank Employment Form (available online)
- Curriculum Vitae
- Copies of university transcripts, degrees, and any other personal certificates
- Two (2) current references (at least one must be from a previous or current employer)

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: Senior Administrative Assistant- Exchange Control Department

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