



CENTRAL BANK of BELIZE



CAREER OPPORTUNITY

SECRETARY

The Central Bank invites qualified individuals to join its Supervision Department.

The Secretary will provide skilled secretarial and administrative support to the Supervision Department in a confidential, timely and efficient manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Answer telephone calls in a professional manner;
- Route outgoing mail and sort incoming mail for distribution in a timely manner;
- Draft correspondences as directed;
- Maintain departmental files in accordance with the Bank's Records' Management Policy & Procedures;
- Respond to routine queries in a professional manner;
- Perform general duties to include but not limited to photocopying and faxing;
- Prepare monthly requisition of stationery and supplies;
- Process travel arrangements for staff in the department; and
- Perform other related duties as assigned.

The applicants should possess the following:

EDUCATION AND EXPERIENCE

- An Associate's Degree in Business Administration, or a related field from a recognized tertiary institution. Relevant work experience would be an asset.

TECHNICAL KNOWLEDGE

- Knowledge in the Records Management Policies and Procedures; Knowledge of principles of organizing, planning, and general office administration; Proficient in Microsoft Office Suite, particularly Word, Excel, and PowerPoint; Proficient use of office equipment.

COMPETENCIES

- Flexibility; Adaptability; Results Orientation; Organizational Awareness; Communication; Personal Credibility; Fostering Teamwork; Analytical Thinking, Diagnostic Information Gathering; Initiative and Drive.

Submit the following documents by **Wednesday, 23 October 2019**:

- Central Bank Employment Application Form (available online)
- Curriculum Vitae
- Three letter of references (one must be from a previous employer)
- Copies of university transcripts, degrees, and any other personal certificates

Applications should be addressed to:

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

Ref: Secretary- Supervision Department

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