



LA INMACULADA CREDIT UNION LIMITED

EMPLOYMENT OPPORTUNITY

La Inmaculada Credit Union Ltd. is currently accepting applications for:

- **1 CASHIER for the Belmopan Branch**
- **1 ACCOUNTS/OPERATIONS CLERK for the Belmopan Branch**
- **1 OFFICE ASSISTANT/ MESSENGER for the Orange Walk Branch**

EDUCATIONAL & EXPERIENCE REQUIREMENTS:

I. CASHIER:

- An Associate's Degree in Accounting, Business Administration or related field.
- Work experience in related field will be an asset

II. Accounts / Operations Clerk

- A Bachelor's Degree in Accounting, Finance, Business Administration or related field.
- Three Year's work experience in related field

III. Office Assistant/ Messenger:

- An Associate's Degree in Business Administration or related.
- Work experience in related field will be an asset.

All Prospective applicants must meet the following requirements:

1. Proficient in Microsoft Office Applications – MS Word, MS Excel etc.
2. Must have strong initiative, assertiveness, be results-oriented, analytical and self-motivated
3. Ability to maintain high ethical and professional standards
4. Ability to maintain a high level of confidentiality and integrity
5. Excellent interpersonal and communication skills
6. Excellent planning and organizational skills
7. Excellent Time Management Skills
8. Ability to work well under pressure
9. Be team oriented, proactive and possess a positive attitude
10. Be willing to work flexible hours
11. Be fluent in English and Spanish, both written and oral
12. Knowledge in Anti-Money Laundering & Combating the Financing of Terrorism Laws will be an asset.
13. Knowledge of the banking industry in Belize and general regulatory procedures mandated by the Central Bank of Belize. (Knowledge of the Credit Union Act will be an Asset).
14. Be willing to travel as required and possess a valid Driver's License Class A.

All Applicants must provide along with their application letter, two (2) recent letters of reference, Curriculum Vitae, Recent Police Record, Junior College and/or University transcripts with copies of diploma.

Applications that are emailed must be sent in **one single PDF file**. A receipt of payment for a recent police record will be accepted. Only complete applications will be considered.

Applications must be sent by **May 18th, 2022** addressed to:

General Manager
La Inmaculada Credit Union Ltd.
5 Park Street
Orange Walk Town
Email: hr@licubelize.org

Only shortlisted applicants will be contacted for an interview.



BELMOPAN COMPREHENSIVE SCHOOL

VACANCY exists for the following posts at the Belmopan Comprehensive School:

1 Assistant Bursar	-	Full Time
5 Security Guards (1 female, 4 males)	-	Full Time
1 Janitor	-	Full Time

Assistant Bursar Qualifications: A High School Diploma in Business or related field. The applicant must portray a knowledge of basic accounting, cashier experience and excellent public relations skills. Knowledge in QuickBooks is an asset. Should have an aptitude for working with figures and must be able to maintain confidentiality.

Applicants for the post of Assistant Bursar should submit:

- Letter of application
- Curriculum Vitae
- Certified copy of Qualifications
- **Original** Transcript
- Certified copy of Social Security
- Certified copy of Birth Certificate
- **Original** Police Record – from within the last 3 months.
- Two letters of recommendation from most recent supervisor and/or colleague – from within the last year
- Certified medical report - a medical examination completed within the last two months.

Security Guard Qualifications: A Primary School certificate with experience in the security field.

Applicants for Security Guard post should submit:

- Letter of application
- Curriculum Vitae
- **Certified** copy of Primary School Certificate
- **Certified** Copy of Social Security Card
- **Certified** Copy of Birth Certificate
- **Original** Police Record
- Two letters of recommendation from most recent supervisor and/or colleague – from within the last year
- Certified medical report - a medical examination completed within the last two months.

Janitor Qualifications: A High School Diploma is preferred but a Primary School Certificate may be considered along with skill and experience.

***Note that job may require heavy lifting and operation of some machinery. Must have a class 'E' (All) Driver's License.**

Applicants for the post of Janitor can pick up an application form from the main office.

Deadline: Wednesday May 18th, 2022

Applications must be addressed to:

Secretary
Board of Management
Belmopan Comprehensive School
South Ring Road
Belmopan



BELMOPAN COMPREHENSIVE SCHOOL

VACANCY exists for the following post at the Belmopan Comprehensive School, for the period 1st September – 30th November 2022.

1 Business Teacher	-	Temporary (3 Months)
1 Social Studies/History Teacher	-	Temporary (3 Months)
1 English/Literature	-	Temporary (3 Months)

Teaching Qualifications: A Bachelor's Degree in the subject area with educational component. An Associates Degree with teaching experience may be considered.

Applicants should submit:

- Letter of application, Curriculum Vitae,
- Certified copy of qualifications,
- Certified copy of teaching license,
- **Original** transcript,
- Copy of social security card,
- Copy of birth certificate,
- **Original** police record,
- Medical form
- Two letters of recommendation from most recent employer (must be from within the last year)

Deadline: Wednesday May 18th, 2022

Applications must be addressed to:

Secretary
Board of Management
Belmopan Comprehensive School
South Ring Road
Belmopan