

Position: Office Assistant/Messenger

Location: Belmopan

Employment Type: Full-Time

Reports to: Manager – Digital & Retail Banking Services

Job Purpose:

The Office Assistant is responsible for providing administrative and messenger support services in an organized and efficient manner.

Key Responsibilities and Duties:

- Provides support for messenger duties such as picking up and delivering of mails/documents
- Provides support for general office administration
- Oversees pest control application on a monthly basis
- Provides support for official meetings and bank events by ensuring proper set up and providing logistics support
- Provides support for vehicle fleet management by ensuring vehicles are cleaned, well-maintained and fueled, vehicles undergo regular servicing and vehicles are properly registered and insured
- Provides support for office reception, when necessary
- Assists in preparing and implementing emergency plans
- Remains on call for emergency response after routine hours and on weekends
- Assists with the opening and closing procedures for the branch/building
- Conducts minor maintenance/repairs where necessary
- Delivers excellent service to all internal and external customers

Education and Work Experience:

- High School Diploma. Valid Drivers' License (Class AF & D)
- At least 1 year's work experience providing administrative assistance, office assistance and/or messenger service.

Knowledge, Skills and Abilities

- Knowledge of basic mathematics
- Knowledge of the English language at a basic level (written and oral)
- Excellent communications and interpersonal skills
- Very good organizational skills
- Good time management skills
- Ability to pay keen attention to detail
- Ability to effectively utilize a personal computer and other standard office equipment.
- Ability to follow verbal and written instructions
- Ability to maintain confidentiality to highest priority in all functions at the Bank
- Ability to operate a motor vehicle and motorcycle

Qualified applicants can send their résumés/CVs to:

The Human Resource Department Email: careers@belizebank.com

(Subject: Office Assistant/Messenger – Belmopan)

Deadline for submissions is September 7, 2026

*A valid Police Record will be required for an offer to be made to a successful candidate