

LA INMACULADA CREDIT UNION LIMITED

Vacancy



La Inmaculada Credit Union Ltd. (LICU) is pleased to inform that we are currently accepting applications for the following vacant positions:

A. Operations Manager (Orange Walk)

Minimum Qualifications Required for A:

1. A Bachelor's Degree in Business Administration, Business Management or related field
2. At least 5 years of work experience at a management level
3. Knowledge of management models and planning skills
4. Solid understanding of financial management and leadership

Skills required for the Operations Manager:

1. Leadership
2. Conflict Management
3. Business Negotiation
4. Strategic Development
5. Organizational skills
6. Decision-Making
7. People Management
8. Time Management
9. Data Entry Skills
10. Data Processing Skills
11. Committed
12. Reliable
13. Reporting Skills
14. Task-Oriented
15. Budget Development
16. Critical Thinking and Problem Solving Skills
17. Communication and Interpersonal Skills
18. Planning and Organizing
19. Performance Management
20. Training and developmental skills
21. Technological aptitude

ALL Prospective Applicants, as relevant, must possess the following qualifications & skills:

1. Be proficient in Anti-Money Laundering & Combating the Financing of Terrorism Laws
2. Be proficient in Microsoft Office Applications – MS Word, MS Excel
3. Have strong initiative, assertiveness
4. Be results-oriented and self-motivated
5. Be able to maintain high ethical and professional standards
6. Be able to maintain a high level of confidentiality and integrity
7. Be able to work well under pressure and meet deadlines
8. Possess and exercise excellent interpersonal and communication skills
9. Possess and exercise excellent planning and organizational skills
10. Possess and exercise strong critical thinking and analytical skills
11. Be team oriented, proactive and possess a positive attitude
12. Be fluent in English and Spanish, both written and oral
13. Be willing to work flexible hours
14. Be willing to travel as required.

The possession of a valid, 'Class A' driver's license would be an asset.

How to apply:

Applicants are required to submit a cover letter referencing the job title desired, along with a Curriculum Vitae, copy of most recent qualification, college transcripts, police record, and three references. A written reference must be produced from your most recent employer or academic background (as applicable). Kindly note that all references must clearly state their names, profession, institution of work/business, and contact numbers.

LICU is aware that some might have delays in obtaining Police Record & College Transcripts therefore interested applicants are hereby informed that they can submit their applications and indicate that the Police Record & College Transcripts will be provided as soon as they are obtained. If these are not submitted prior to interviews, the applications will not be considered.

Address postal application packages to:

**General Manager
La Inmaculada Credit Union Limited
5 Park Street
Orange Walk Town**

Or send via e-mail (*i.e. with One Single PDF File*) to licu@btl.net

Deadline for submission is Friday, July 31, 2020