



## LA INMACULADA CREDITUNON LIMITED

### EMPLOYMENT OPPORTUNITY

La Inmaculada Credit Union Ltd. is currently accepting applications for **Branch Manager** for the Belmopan Branch.

#### EDUCATIONAL & EXPERIENCE REQUIREMENTS:

- **Bachelor's Degree** in Business Administration or related field and at least **5 years'** work experience.

#### All Prospective applicants must meet the following requirements:

1. Thorough 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*).
2. Thorough knowledge of daily and periodic Branch routines, procedures and policies, including Branch Controls and Branch Applications is required
3. Thorough knowledge of people and performance management techniques
4. Proficient in Anti-Money Laundering & Combating the Financing of Terrorism Laws
5. Proficient in Microsoft Office Applications – MS Word, MS Excel
6. Must have strong initiative, assertiveness, be results-oriented and self-motivated
7. Ability to maintain high ethical and professional standards
8. Ability to maintain a high level of confidentiality and integrity
9. Ability to work well under pressure
10. Excellent interpersonal and communication skills
11. Accuracy and attention to detail
12. Excellent planning and organizational skills
13. Strong critical thinking and analytical skills
14. Ability to promote and sell the Credit Union products and services
15. Be team oriented, proactive and possess a positive attitude
16. Be fluent in English and Spanish, both written and oral
17. Be willing to work flexible hours
18. Be willing to travel as required. *This requires the possession of a valid driver's license: Class A.*

***All Applicants must provide along with their application letter, three (3) recent letters of reference, Curriculum Vitae, Recent Police Record, Junior College and 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 **March 8th, 2021** addressed to:

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

*Only shortlisted applicants will be contacted for an interview.*