



VACANCY

Position: Loan Officer

Location: Belize City, North Side Branch

Salary: Commensurate with the Credit Union's Salary Scheme.

Major Duties & Responsibilities:

- Develop a working knowledge of the credit union's Lending Policy.
- Meet with loan applicants to identify their needs, financial eligibility and obtain information for loan applications.
- Process and complete loan applications.
- Monitor approved loans.
- Monitor and update member accounts as needed.
- Collaborate with the Legal Technician to process all legal work pertaining to mortgages and resolve any concerns of legal background.
- Ensure that final inspections are completed on all construction loans.
- Any other related duties that may be assigned by the Loans Manager from time to time.

Qualifications & Requirements:

- Minimum: Bachelor's Degree in Finance or a similar field.
- A minimum of 3 years working experience in credit or the financial sector. Experience as a Loan Officer will be a plus.
- Being fluent in Spanish will be an asset.

Skills:

- Ability to multitask with excellent time management skills
- Ability to analyze financials
- Show creative problem-solving skills
- Excellent writing and organizational skills.
- Show strong attention to detail.
- Adaptability and ability to think critically
- Focus on customer service with exceptional sales skills.
- In-depth knowledge of computers and banking software
- Outstanding interpersonal and communication skills

Deadline: April 25, 2025

Submit application letter, CV, and 2 professional references with subject "Application for NS Loan Officer Vacancy" to:

Email: vacancies@sjcu.com.bz