



VACANCY

Position: Teller

Location: Belize City, North Side Branch

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

Major Duties and Responsibilities:

1. Serve customers by completing account transactions.
2. Effectively manage cash draw.
3. Comply with the CU operations and security procedures by participating in all training, campaigns, etc.
4. Answer questions to provide relevant information to members and/or refer members to other services as necessary.
5. Maintain customer confidence and protect the CU operations by keeping information confidential.
6. Complete special requests by closing accounts and preparing necessary documentation.
7. Prepare cheques/cash for deposits.
8. Ascertain members' needs and inform the membership of new services and promotions.
9. Actively contribute to team effort by accomplishing related results as needed.

Qualifications & Requirements:

1. Associated degree in Business Administration
2. 2 years of working experience. Experience in performing cashier duties or telling will be a plus.

Skills:

- Customer Service Excellence
- Thoroughness and Attention to detail
- General math skills
- Good control of verbal and non-verbal communication
- Integrity
- Documentation Skills
- People Skills
 - i. Interpersonal
 - ii. Trustworthy
 - iii. Empathy
 - iv. Active Listening

Deadline: April 25, 2025

The application package should include: Application letter, Resume, Proof of Academic and Professional Qualifications, copy of social security card, and recent police record.

Email: vacancies@sjcu.com.bz