



ST. JOHN'S CREDIT UNION LTD.

POST DESCRIPTION

JOB TITLE: OFFICE ASSISTANT

DEPARTMENT/ BRANCH: MAIN BRANCH

REPORTS TO: BRANCH MANAGER

EMPLOYMENT TYPE: FULL-TIME

ABOUT ST. JOHN'S CREDIT UNION

St. John's Credit Union Ltd. is committed to providing exceptional financial services to our members while maintaining the highest standards of integrity, transparency, and community service. We foster a collaborative work environment that values professional development and ethical practices.

SUMMARY

The Office Assistant reports directly to the Branch Manager and provides general administrative and clerical support to the Belmopan Branch. He will work collaboratively with other staff members to ensure smooth office operations and effective service delivery.

EDUCATION AND EXPERIENCE

- Minimum of a High School Diploma. An associate's degree in business administration is a plus.
- One year working experience as an Office Assistant.
- Must have a valid motorcycle license

MAJOR DUTIES AND RESPONSIBILITIES

Mail and Communication Handling

- Receive, sort, and distribute incoming mail to the appropriate departments/persons
- Assist with answering the telephone

Financial and Errand Support

- Deposit cheques to the bank and pay bills on behalf of the organization

Administrative Support



- Photocopy operational forms such as:
 - Withdrawal slips
 - Source of Funds forms
 - Shares/Burial Scheme forms
 - Update Member Account forms
 - Online Banking forms
 - Debit Card forms
 - Property Insurance forms
 - Deceased Member Claim forms
- Prepare the conference room for meetings
- Monitor and order office supplies, cleaning products, and toiletries as needed

Filing and Records Management

- Maintain and organize both physical and digital files for easy retrieval
- File all incoming and outgoing correspondence, including letters from financial institutions, organizations, and other institutions

Document Processing

- Sort, photocopy, scan, and distribute incoming and outgoing documents

Other Duties

- Perform any other related duties assigned from time to time

SKILLS AND COMPETENCIES

Leadership Skills:

- Anticipates needs and takes action without being told
- Consistently meets deadlines and follows through on responsibilities
- Prioritizes tasks effectively and handles multiple duties efficiently
- Ensures accuracy in tasks like filing, data entry, and document preparation

Technical Skills:

- Word, Excel, Outlook
- Accurate input and retrieval of data



- Printers, scanners, copiers, fax machines

Communication Skills:

- Answers calls, provides information clearly and courteously
- Understands instructions and responds appropriately
- Handles internal and external inquiries politely and efficiently
- Communicates sensitive information with integrity

Personal Attributes:

- Flexible in handling varied tasks and responding to shifting priorities
- Maintain a positive demeanour, dress appropriately, and conduct respectful interactions
- Upholds honesty and confidentiality
- Willing to gain new skills or improve existing ones

Deadline: Friday, October 13, 2026

Submit application letter, CV, and 2 professional references, an updated police record and a valid copy of your social security card with subject "Application for Office Assistant Vacancy" to:

Email: vacancies@sjcu.com.bz