

CAREER OPPORTUNITY

POSITION

Administrative Assistant

LOCATION

San Ignacio, Cayo District

Summary of Primary Responsibilities

- Serve as an ambassador of Fortis Belize.
- Greet stakeholders and office visitors in a professional and courteous manner.
- Effectively manage incoming calls and messages and process incoming and outgoing mail.
- Manage corporate and management calendars, including scheduling appointments, coordinating meetings, conferences, and travel arrangements.
- Draft correspondence, reports, meeting minutes, and other communications as needed.
- Proofread and edit documents for accuracy and completeness.
- Manage electronic and hard copy filing systems, ensuring accurate and efficient record keeping.
- Maintain and operate office equipment.
- Act as the primary liaison for vehicle insurance matters, ensuring timely and compliant vehicle insurance filings.
- Coordinate vehicle licensing with the Operations Supervisor.
- Administer petty cash, ensuring current and accurate record-keeping and reconciliation.
- Assist with the processing of purchase orders and bank requisitions, as requested.
- Manage vendor processes, including entering invoices and credit notes into the accounting system, responding to vendor payment inquiries, and account balance follow-ups.
- Manage office supply inventory.
- Draft and circulate internal releases, memos, and company policies, and manage corporate events as needed.
- Assist with responding to routine HR inquiries, as requested.
- Provide backup support to the Admin Assistant II and Accounting Assistant, as needed.
- Maintain a high level of confidentiality and discretion.
- Perform other related duties as assigned.

Education, Experience and Skills

- Associate Degree in Business Administration or a related field.
- A minimum of two (2) years relevant experience in a related administrative role.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and QuickBooks.
- Excellent written and verbal communication skills.
- Proficient in English, written and spoken. Spanish is a plus.
- Strong interpersonal skills and the ability to work effectively in a team environment.
- Excellent organizational and time-management skills.
- Highly motivated, strong interpersonal skills, and confidential.

Application Submission

Deadline: April 4, 2025

Interested candidates must complete the online application form available at <https://www.fortisbelize.com/careers>. Only applicants who submit the following required documents will be considered:

1. Two (2) recent letters of recommendation
2. Copies of education qualification
3. Valid and clean police record