

*Toledo Teachers Credit Union, Ltd.*  
Queen Street, Punta Gorda Town  
Post Office Box 95  
Toledo District, BELIZE C. A.  
Phone Nos: (501) 722-2522, 722-0060, 722-0056, 671-2522  
E-mail: [ttcu@btl.net](mailto:ttcu@btl.net)

## **VACANCY**

Suitable applications are being invited for the post of **Teller (Bella Vista Branch)** for the Toledo Teacher's Credit Union Ltd. Tellers are to Process and record routine transactions for Credit Union Members including cashing checks, accepting deposits and withdrawals, processing loan payments, money transfers and promote the Credit Union products and services. The Teller controls and manages the cash aspect of the institution by balancing and reporting daily using the financial software.

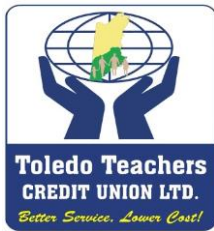
### **Major Duties and Responsibilities:**

1. Serve customers by completing account transactions.
2. Effectively manage cash drawer.
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.

### **Skills:**

- Customer Service Excellence
- Bilingual- English/Spanish
- Thoroughness and Attention to detail
- Good control of verbal and non-verbal communication
- Integrity
- People Skills
- Trustworthy
- Empathy
- Active Listening

Toledo Teachers Credit Union is a viable, innovative, socially responsible and transparent financial institution that provides the most efficient, reliable, convenient and competitive financial services to its member-owners and community through education, the use of modern technology, good governance and sound financial management practices.



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**Qualifications:**

Education - Associate degree in Business Administration or a related field with a minimum of 2 years' experience in a financial sector.

**Application packages should include:**

- Letter of Application
- A current Curriculum Vitae
- Copies of Relevant Diplomas/Certificates
- Two letters of recommendation or references.
- A recent Police Record.
- Proof of Address
- Valid Social Security Card or Passport (Belize)
- Proper notice for commencement of work
- Recent Medical Examination

Package can be sent to the Branch Manager  
Deadline for submission of application is March 31<sup>st</sup>, 2024

Mr. Jorge Rodriguez  
Branch Manager  
Bella Vista Village  
Toledo District  
Belize

Online application can be sent to [jrodriguez@ttcupg.org](mailto:jrodriguez@ttcupg.org)

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