



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, 671-0856

E-mail: membercare.mn@ttcupg.org

JOB VACANCY
CREDIT OFFICER – BELLA VISTA BRANCH

Applications are invited from interested and suitably qualified individuals to fill the position of **Credit Officer** at our Toledo Teacher's Credit Union Branch Office in Bella Vista Village, Toledo District.

Key Responsibilities:

- Meet with members to discuss loan applications
- Process and evaluate loan applications
- Conduct site/field visits to assist with assessing loan requests
- Participate in marketing initiatives for various loan programs at TTCU
- Assist with monitoring of delinquent loans
- Prepare Monthly and Quarterly Loan Reports

Education and other requirements:

- Associate's degree in business administration or related field and three (3) years working experience
- Knowledge of MLTPA, CUA and general regulatory requirements governing the financial sector would be an asset.
- Must be organized, proactive, analytical, flexible and possess strong ability in communication & writing.
- Good working knowledge of Microsoft Office Suite and Automated Accounting Systems
- Fluent in English & Spanish. Able to speak fluent Kekchi and/or Mopan would be an asset
- Must be in possession of a Valid Class A Driver's License
- Ability to work a few days per month at the head office in Punta Gorda Town.

Salary: Negotiable based on qualification and experience

Application Requirements: Letter of Application along with Resume, Copies of Degrees and relevant Certificates, two (2) recent letters of Recommendation, recent Police Record, copy of Social Security Card or Passport, copy of valid Driver's License and recent Medical Certificate must be sent to General Manager – Toledo Teacher's Credit Union.

Completed applications can be delivered to our Main Office on Queen Street Punta Gorda Town or at the Branch Office in Bella Vista Village. Applications can be addressed to:

The General Manager,
Toledo Teachers Credit Union
Queen St, Punta Gorda Town,
Toledo District

Applications can also be sent electronically with subject title "**Credit Officer Vacancy Application**" to careers@ttcupg.org.

Deadline for submission is Friday, December 20th, 2024.

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.