



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 DELINQUENCY CONTROL OFFICER – HEAD OFFICE

Applications are invited from interested and suitably qualified individuals to fill the position of **Delinquency Control Officer (DCO)** at our Toledo Teacher’s Credit Union Head Office in Punta Gorda Town, Toledo District.

Terms of Reference:

The DCO will be responsible for the recovery of delinquent loans by following Loan Recovery Procedures set out by the Credit Policies and Procedures Manual.

Key Responsibilities:

- Ensure delinquency rate does not exceed 5% of loan portfolio
- Work closely with Credit Officers at both offices on measures to control delinquency
- Prepare Court documents and attend court sessions as set out by Collection Agent and Attorney
- Prepare Monthly and Quarterly Delinquency Reports

Education and other requirements:

- Associate’s degree in business administration or related field and three (3) years working experience
- Paralegal Certificate would be an asset
- Must be organized, proactive, analytical, flexible and possess a strong ability in 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 Branch Office in Bella Vista Village

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 “**DCO 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.