



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: ttcu@btl.net

JOB VACANCY
ASSISTANT GENERAL MANAGER

Applications are invited from interested and suitably qualified individuals to fill the position of **Assistant General Manager** at our Toledo Teacher's Credit Union Head Office in Punta Gorda Town, Toledo District.

The Assistant General Manager will assist the General Manager in addressing the below key responsibilities:

- Develop and implement strategies to meet credit union goals and objectives
- Manage daily operations, including loan portfolio management, member services, and risk management
- Maintain a strong understanding of financial regulations and ensure compliance with all laws and regulations
- Collaborate with staff and Board of Directors to establish and achieve short and long-term goals
- Build strong relationships with members and the community to increase membership and drive growth
- Provide leadership and mentorship to staff to ensure high-quality customer service and job satisfaction
- Develop and maintain budgets and financial reports to accurately reflect the credit union's financial position

Education and other requirements:

- Bachelor's degree in Finance, Business Administration, or related field
- Experience with financial institutions or credit unions
- Proficiency in financial software and credit union management systems
- Experience with strategic planning and project management
- Strong negotiation and conflict resolution skills
- Ability to network and build relationships within the community
- Proven track record of improving operational efficiency and profitability
- At least 5 years of experience in a senior management role in the financial industry
- Strong understanding of financial regulations and compliance requirements
- Excellent leadership, organizational, and problem-solving skills
- Excellent communication and interpersonal skills
- Ability to build strong relationships with members, staff, and the community

Salary: Negotiable based on qualification and experience.

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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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.

Application packages can be sent to:

Mr. Leopoldo Romero

General Manager

Toledo Teachers Credit Union Ltd.

Queen Street

Punta Gorda Town

Toledo District

Belize

Deadline for submission of application: **April 18th, 2025**

Applications can also be sent electronically with subject title “**Assistant General Manager Vacancy Application**” to careers@ttcupg.org.

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