



CAREER OPPORTUNITY

Belize Electricity Limited (BEL) is the primary distributor and the only licensed public provider of electricity in Belize. Our Mission is to deliver safe, reliable, and sustainable energy solutions to enhance the quality of life and the productivity of enterprise and to support national development.

We are looking for a highly motivated, goal oriented, responsible, and committed person to join our team in the role of **Corporate Communications Officer** in the **Corporate Communications Department** of our **Employee & Corporate Services Division**.

Job Location: Belize City

Duties:

- Perform graphic designing and multimedia productions for internal and external purposes to professional standards, with minimal supervision, accuracy, and unconditional confidentiality.
- Assist with the implementation of corporate communications, public relations, marketing, and corporate image building activities.
- Dispatch releases and update platforms as directed, on a timely basis, internally and externally.
- Assist the Senior Corporate Communications Officer with execution and logistics regarding established department plans.
- Capture and properly archive special events, field activities, and public relations related events via photography and video.
- Assist with the monitoring of mainstream and social media coverage, compile excerpts, and conduct related archiving.
- Maintain relationships with the media, primarily for advertising and promotional opportunities.

Education and Experience:

- Associate Degree or equivalent in Public Relations, Mass Communications, Journalism, Marketing or related discipline
- Minimum of three (3) years' related working experience
- Exposure to social media technology, brand management, and communication processes would be an asset.

Required Skills/Abilities:

- Must have exposure in Desktop and Web Publishing applications, particularly Adobe Creative Suite
- Must be competent in Microsoft and other office applications
- Must have excellent verbal and written communications skills
- Must have working knowledge of Adobe Creative Suite and other Desktop and Web Publishing applications, Microsoft and other office applications, and other basic computer skills
- Must have good interpersonal skills
- Must display creativity
- Be organized and a self-starter

Salary: In accordance with Company's salary structure.

Submit application letter along with curriculum vitae, copy of degrees and certificates and two (2) recent professional letters of recommendation to:

Email address: **career.opportunity@bel.com.bz**
Email subject: **Application – Corporate Communications Officer**
Addressed to: **Manager, Talent Acquisition and Development**
Deadline: **Thursday, May 9, 2024**

Only electronic applications are being accepted at this time.

For more information or queries, call us at 227-0954 Ext. 2901.