



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 Company in the role of **Administrator** in the **Executive Services Department** of our **Employee & Corporate Services Division**.

Job Location: BEL Corporate Headquarters, Belize City

Executive Duties:

- Provide executive support to the Chief Executive Officer (CEO), the Leadership Team (LT) and the Head of Executive Services Department in a timely, professional and efficient manner.
- Ensure timely, professional and efficient delivery of support services to the Board of Directors and Internal Audit.
- Coordinate, prepare and rollout of annual Corporate Calendar.
- Set appointments and maintain the meeting calendars of the CEO, General Managers and Heads of Department (HoD) meeting calendars.
- Prepare minutes of meetings for circulation (primarily the LT and HoD meetings, amongst others) and follow up on action items.
- Plan and coordinate logistics for corporate events in support of the Board of Directors, Chief Executive Officer and Leadership Team.
- Assist in planning and coordinating logistics for various corporate and employee events and logistics requirements in response to emergencies.
- Coordinate courier and messenger services and ensure the proper maintenance of conference and meeting rooms countrywide.
- Coordinate compliance with annual Property & Trade License Statutory Obligations.

Administrative Duties:

- Supervise the work of Administrative Assistants, including collaboration with the Training Administrator to develop and train all Administrative Assistants.
- Establish and update operating guidelines for all administrative staff.
- Supervise the Records Management System in accordance with Company guidelines.
- Assist with the preparation of budgets and budget progress reports.

- Support the Company's safety and environmental initiatives, including workplace inspection and other safety audits.

Education & Experience:

- Bachelor's Degree in Business Administration or related field
- Minimum three (3) years' experience in a supervisory capacity or five (5) years' experience at the Administrative Assistant III level or equivalent

Required Skills/Abilities:

- Highest level of confidentiality in line with the Company's Code of Ethics
- Strong leadership and interpersonal skills
- Excellent communication skills
- Excellent organizational and time management skills
- Action-oriented and a Self-starter
- Proficient in Microsoft Word, Excel, Outlook, PowerPoint, and Project
- Must be an authorized driver

Salary: In accordance with Company's salary structure.

Submit application letter along with resume, copy of degrees and certificates and three (3) recent professional letters of recommendation to:

Email address: **career.opportunity@bel.com.bz**

Email subject: **Application - Administrator**

Addressed to: **Manager, Talent Acquisition & Development**

Deadline: **Friday, May 19, 2023**

Only electronic applications are being accepted at this time.

For more information or queries, please call 227-0954 Ext. 2901 or 1415.