



National Bank of Belize Limited

EMPLOYMENT OPPORTUNITY

The National Bank of Belize Limited (NBB) is looking for an honest, highly motivated, responsible, respectful and committed individual to join its team in the position of **Security Guard** at its Customer Service Centre in San Ignacio Town.

Primary Function:

Responsible for the security and protection of the bank's employees and all assets.

Qualifications and Experience:

Minimum:

- Primary School certificate or equivalent and experience in related field.

Preferred:

- High School diploma with 1+ year(s) of experience in related field.

SUMMARY of DUTIES & RESPONSIBILITIES ASSIGNED

- 1) Enforce the Bank's security and safety requirements.
- 2) Monitor the safety of all branch personnel.
- 3) Guard and monitor the Bank's premises.
- 4) Adhere to laws and regulations including Anti Money Laundering, Anti-Terrorism and KYC regulations and complies with all bank policies and procedures.
- 5) Immediately contact police or fire departments in cases of emergency, such as fire or presence of unauthorized persons.
- 6) Report any irregularities, such as equipment or property damage, theft, presence of unauthorized persons, unusual occurrences and suspicious behaviour.
- 7) Perform basic office duties including assisting with the answering of telephone calls and photocopying
- 8) Any other duties assigned from time to time.

The incumbent is required to work a standard work week; however, there may be times when he/she will be required to work evenings and weekends.

Salary:

In accordance with the NBB's Salary Structure

Interested applicants should submit application letters along with resumes, copies of academic certificates and two recent letters of professional recommendation, via email, to the Human Resource Manager at: hr@nbbltd.bz

Deadline for submission of applications: 3rd October, 2023