



St. John's College

VACANCIES



St. John's College, Belize City, invites applications from suitably qualified persons to fill the following full-time positions:

1) Administrative Assistant

Responsibilities:

- Provide comprehensive support, including managing calls, greeting visitors, and handling administrative issues.
- Act as the liaison for operational and administrative matters.
- Organize meetings, appointments, and travel arrangements.
- Maintain the reception area, appointment diaries, and office files.
- Prepare and manage office correspondence.
- Oversee and guide lower-graded staff and student employees.
- Manage office supplies and equipment.
- Pursue professional development opportunities.
- Perform other related duties as assigned.

Qualifications/Requirements:

- Associate's Degree or higher in Business Administration, Office Management, or a related field preferred.
- Minimum of three (3) years of relevant work experience.
- Familiar with and supportive of the mission of St. John's College.
- Commitment to confidentiality and trust in handling sensitive information.
- Proficiency in administrative and clerical procedures.
- Proficiency in computer systems and relevant software.
- Understanding of customer service principles and practices.
- Strong interpersonal, communication and collaboration skills with the ability to work effectively with diverse individuals and groups.
- Excellent analytical skills for effective problem-solving and decision-making.

Successful applicants will be expected to participate in orientation programs and in St. John's College's continuous formation in accordance with the mission and goals of the college and the Catholic, Jesuit education.

Remuneration: In accordance with the pay scale approved by the Ministry of Education.

Applications are due by **Friday, August 9, 2024.**

Application forms are available at the Human Resources Office or online at www.sjc.edu.bz.

Send or deliver completed St. John's College application for employment along with cover letter, resume, a copy of your Social Security card, a copy of your birth certificate or passport page, a police record, a copy of highest degree, an official sealed transcript, medical & drug test, and two (2) recent completed reference forms or letters of recommendation to:

**Human Resources
St. John's College
Princess Margaret Drive
P.O. Box 548
Belize City, Belize C.A.
E-mail: hr@sjc.edu.bz**