



The Coastal Zone Management Authority and Institute (CZMAI) is seeking a dynamic and experienced individual for the post of Administrative Clerk.

Summary Position:

The Administrative Clerk is responsible for providing secretarial, administrative and clerical services to CZMAI.

Duties and Responsibilities:

1. Arrange appointments and maintains a calendar for the Chief Executive Officer and Director.
2. Answer telephone, place and route calls, receive visitors to the Institute and respond to routine inquiries.
3. Maintain correspondence and fax logs, route mails and dispatch faxes.
4. Carry out task in support of the production and distribution of reports, such as photocopying, collating, etc.
5. Assist in the procurement of office supplies, sundries and stationery.
6. Maintain log book for booking of the conference room and training room facilities.
7. Prepare schedule for Janitor for room set up and corresponding information for billing of clients for conference room and training room rentals.
8. Follow up with customer in regards to booking of rooms.
9. Maintain a log book for the servicing for vehicles and equipment.
10. Assist in the organization of staff activities.
11. Prepare type written correspondences, document and reports for senior officers.
12. Maintain a record/lists of names addresses, telephone and facsimile numbers, electronic mail addresses, etc. for regular contacts of the Institute.
13. Undertake any other duties as required by the Institute that are consistent with the role of an Administrative Clerk, and which support of the objectives of the Coastal Zone Management Programs.

Required Qualifications and Experience:

Qualifications

Minimum of an Associates Degree in Business Administration, Business Studies or other closely related field.

Experience

- Minimum of three year's experience in conducting administrative and clerical work.
- Demonstrated excellence in verbal and written communication skills.
- Proficiency with computers –MS Excel, MS Word and Quickbooks.
- Must be a quick learner and exude a profound willingness to learn.
- Excellent organizational and time management skills.
- Team player, flexible and ability to pay attention to detail.

Work Environment:

The Administrative Clerk will be based at the CZMAI office in Belize City.

Salary:

Salary will be based on qualification and experience.

How to Apply:

Qualified and interested persons should submit letters of application with accompanying resume/CV, 2 letters of reference, police record to:

Chief Executive Officer
Coastal Zone Management Authority and Institute
Princess Margaret Drive, P.O. Box 1884
Belize City, Belize
E-mail: ceo@coastalzonebelize.org

DEADLINE FOR SUBMISSIONS IS FRIDAY, APRIL 29, 2016