



national institute of culture and history

VACANCY NOTICE

OFFICE ADMINISTRATOR

Office of the Film Commissioner

MAIN FUNCTIONS:

Provide administrative support with duties to include general clerical, secretarial and communications services, projecting a professional NICH and Belize Film Commission image through in-person and phone interaction.

PRIMARY RESPONSIBILITIES:

- Answering the telephone, transferring, and assisting with the making of calls.
- Performing general clerical duties to include but not limited to photocopying, mailing and filing.
- Administering, maintaining and upgrading filing system (paper & tape files) for the BFC
- Providing necessary support with logistical matters.
- Signing for and distributing incoming mails and packages for the Belize Film Commission.
- Prepare all outgoing mails and packages for delivery.
- Setting up and coordinating logistics for meetings, film license applications for the BFC
- Ensuring that all applications are kept up to date.
- Carry out other duties as assigned from time to time.
- Handling official Belize Film Commission Social Media Pages

ACCOUNTABLE TO: Belize Film Commissioner/ICA Director

SKILLS REQUIRED:

- Minimum Qualifications – Associate level education or comparable experience
- Minimum 2 years experience
- Bilingual – English/Spanish
- Good reading, writing and arithmetic skills
- Knowledge of Microsoft Office Software (especially Word and Excel)
- Basic Knowledge of Adobe Software Suite
- Good telephone and personal communication skills
- Ability to type at least 50 wpm
- Adequate documentation and filing skills

Applications can be submitted to filmcommissionbelize@gmail.com

Deadline: October 28, 2022.