



BFREE

Belize Foundation *for* Research & Environmental Education

JOB OPPORTUNITY - BFREE ADMINISTRATIVE ASSISTANT

This full-time position acts as administrative support for the daily operations at the BFREE Field Station and plays a key role in the day to day management of the business including administrative tasks, customer service, and coordinating logistics for BFREE field course groups and other visitors.

REQUIRED TASKS INCLUDE:

Office Administration

- Oversee administrative tasks such as accounting, payment of monthly bills, such as social security payments, phone, hotel taxes, and other monthly payments, payments of bills to vendors, payroll, updating all income and expenses
- Keep accurate calendar of visitation and share with staff
- Answer phones, emails, manage office, keep office clean and records organized
- Write letters and assist with creation of reports
- Ensure emergency evacuation is in place and functioning and all staff are aware of plan
- Additional office tasks as required

Guest Services

- Arrange in-country logistics for groups and all visitors including ground and air transportation, and meals lodging, and activities outside of BFREE
- Prepare travelers by providing necessary information
- Act as first and main point of contact for visitors
- Address any needs, concerns or complaints of visitors
- Prior to each guest's or group's arrival, review the lodging and communal facilities to ensure that they are clean and appropriately prepared

Supplies and Equipment

- Maintain all office equipment (printer, phones, computer, etc.) and notify Deputy Director immediately in the event of problems or malfunctioning equipment
- Maintain inventory of supplies

EDUCATION AND EXPERIENCE

- High school diploma and at least 2 years of previous job experience as an office administrator which include administrative, hospitality, financial, communications, accounting, or budget focus
- A two-year degree in business administration, tourism or accounting is preferred

QUALIFICATIONS

- Excellent communication and organization skills
- Fluent in English
- Computer skills (Microsoft Word, Excel, Google docs)
- Ability to work entirely independently as well as in a group setting
- Effective problem-solving skills and willingness to constantly adapt due to a dynamic work and living environment
- Ability to organize and execute multiple activities and priorities

Applications are to include a cover letter, resume, and three references. Applications are submitted to Heather Barrett at contact@bfreebz.org by April 23, 2022. Position will begin as soon as possible. Only complete applications will be considered.

Note: The Administrative Assistant will live at the BFREE Field Station in Toledo District from Monday through Friday of each week. Some weekend work may be required.

BENEFITS

Room and Board included, Social Security benefits included, 2 weeks paid vacation included after working one full year. Competitive salary based on work experience. Working at a premier biological field station in a beautiful natural tropical forest setting.