



## WWF Mesoamerica Job Opening

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**Job title:** Administrative Assistant  
**Reports to:** Finance and Administrative Assistant  
**Date:** May 26<sup>th</sup>, 2022

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World Wildlife Fund (WWF), one of the world's leading conservation organizations, seeks an Administrative Assistant, for our office in Belize. We are looking to hire a passionate, creative, and dedicated professional, always willing to push the boundaries, a great team player and overall, a good human being, who understands and appreciates the value of leading by example.

We are driven by the **WWF Core Values**:

**COURAGE** We demonstrate courage through our actions, we work for change where it's needed, and we inspire people and institutions to tackle the greatest threats to nature and the future of the planet, which is our home.

**INTEGRITY** We live the principles we call on others to meet. We act with integrity, accountability, and transparency, and we rely on facts and science to guide us and to ensure that we learn and evolve.

**RESPECT** We honor the voices and knowledge of people and communities that we serve, and we work to secure their rights to a sustainable future.

**COLLABORATION** We deliver impact at the scale of the challenges we face through the power of collective action and innovation.

### **I. Main Function**

This position is responsible for providing administrative and logistical support to the WWF Mesoamerica team located in the field office in Belize. The employee must work in close coordination with Finance and Administrative Assistant.

### **I. Main Responsibilities**

#### **Administration**

- Attend and establish telephone communications at national and international level.
- Manage the reception and sending of correspondence (Courier, postal and Courier).
- Perform Word processing work in English and Spanish.
- Support the reproduction of photocopies, as well as printing, scanning of documents.
- Coordinate the receipt of invoices and delivery of checks to suppliers, various office services, consultants, and others.
- Prepare, process and support in the realization of forms, authorizations, and other documentation such as applications for audiovisual equipment, travel authorizations.

- Manage and control office supplies (Cleaning-Stationeries), send monthly reports of the status of the same to replenish.
- Support in maintaining the general file of the program and in the archiving of documents of the department of Human Resources, Contracts, Accounting, and Administration in general.
- Organize travel itineraries of the WWF Mesoamerica team.
- Support in the coordination of meetings, workshops, and events of the program, and attend such events to give the necessary administrative support.
- Follow up and support the agenda of trips and meetings of the PFP Lead.
- Ensure the general maintenance of the office, reports to administrative management any necessary maintenance.
- Support in the purchase of office equipment and supplies and ensure the timely payment of services such as electricity, water, telephone, internet and payment to other providers.
- Develop other responsibilities assigned by your supervisor.

## II. Minimum Requirements

Citizen of Belize or from another country with residence and working permit in Belize.

- Education:** Associates Degree.
- Experience** At least 2-3 years of experience in similar positions.
- Skills and Abilities**
  - Knowledge and prior experience in administration or similar areas.
  - Proven ability in handling computer packages and electronic communication systems.
  - Manage high levels of organization in the tasks performed and willingness to work as a team and under pressure.
  - Attention to detail.
  - Initiative and ease for the maintenance of good interpersonal relationships.
  - Proficiency in English/Spanish language in oral and written skills.
  - Availability to travel locally and internationally, as required, for the development of the assigned tasks.
  - Committed to building and strengthening a culture of inclusion within and across teams.
  - Identifies and aligns with WWF's core values: Courage, Integrity, Respect, and Collaboration:
    - Demonstrates courage by speaking up even when it is difficult, or unpopular.
    - Builds trust with colleagues by acting with integrity, owning mistakes, and holding oneself accountable.
    - Welcomes other points of view and ideas, recognizing and embracing different and contrary perspectives with kindness, curiosity, and encouragement.
    - Makes conscious efforts to promote cooperative practices, behaviors, and ways of working across many groups and individuals.

### **How to Apply:**

Interested candidates must submit CV, a letter summarizing his/her work experience and ability to meet **each** of the qualifications for the position, copy of ID, salary history and salary expectation for this position and two labor references as a single **PDF document** to Viky Maldonado ([vmaldonado@wwfca.org](mailto:vmaldonado@wwfca.org)) **Application Due Date: Friday June 3<sup>rd</sup>, 2022.**