

We're Hiring

RF&G Life Insurance Company is a subsidiary of G.A Roe and Sons, one of the largest and most successful groups of companies in Belize. Its core business is to provide insurance coverage for Life and Medical Insurance to the needs of its customers while making use of the latest technology while delivering professional, efficient, and personalized service on a strong financial and ethical foundation. To find out more about RF&G Life Insurance Company, visit us at <https://www.rfglife.com/about/> Applications can be submitted from suitably qualified individuals for the post of:

Policy Service Clerk/ Cashier (Corozal Office)

Key Responsibilities

- Perform cashier duties including posting, balancing and accepting premiums, issuing receipts.
- Prepare and print daily receipts reports and monthly receipt summaries for head office/ accounts department.
- Scan deposit slips and email statements to head office.
- Manage customer service tasks such as surrenders, maturities, loan withdrawals, and client's queries.
- Log all incoming and outgoing mail between head office and regional offices.
- Receive and review claims and new business applications for completeness before forwarding to head office.
- Perform other duties as assigned.

Qualifications & Requirements:

- Minimum an Associate's degree in Business Administration
- At least 1 year of experience in an insurance company.
- A solid understanding of the Basic Principles of Insurance (In-house training or course at the Insurance Institute of Belize is an asset)

Candidates should have the following knowledge and skills:

- Excellent communication skills with internal and external clients; professional, polite, and confident.
- Ability to adapt to a dynamic work environment while maintaining teamwork and productivity.
- Proficient in Microsoft Office Suite.
- Exceptional oral, written, and interpersonal communication skills.
- Strong ethical standards aligned with company values.
- Continuous improvement mindset focused on operational efficiency.
- Maintain a professional attitude, image, and work ethic always.

Salary is negotiable based on qualifications and experience. Applicants are required to submit their application along with (i) two professional reference letters (preferably one from a most recent employer), (ii) Application for Employment Form, (iii) Copy of Police Record/Receipt.

All applications should be sent by email to vacancy@roesons.com no later than **November 4th, 2025**. Place in the subject "Policy Service Clerk/ Cashier"

RF&G LIFE INSURANCE COMPANY LTD.

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A Roe Group Company