

# VACANCY—BELMOPAN OFFICE

## Cashier/Customer Service Representative

### Qualifications

- Minimum of Associate Degree in Accounting or related field and one (1) year experience in Accounting or similar role.

### Responsibilities

#### Customer Service Responsibilities:

- Provide a high level of customer service to walk-in clients, projecting a warm, friendly, and professional manner.
- Advise clients on product offerings, determine rates, discounts, and policy conditions per underwriting guidelines.
- Respond to customer queries using knowledge of insurance principles and company procedures.
- Complete client forms and profiles accurately and process correspondence within one working day.

#### Cashier Responsibilities:

- Collect premium payments and issue receipts for RF&G Insurance.
- Review and complete financial reports in the designated time frame for submission to the Accounting department.
- Balance all cash and POS transactions daily and accurately.

### Knowledge & Skills

- Excellent verbal and written communication skills (bilingual is an asset).
- Excellent interpersonal and customer service skills.
- Sound knowledge of financial and accounting software and proficiency in the use of computers and applications (Microsoft Excel & Word).
- Ability to work diligently and multitask effectively.
- Must be a strong team player, flexible, and dependable.

Salary is negotiable based on qualifications and experience. Interested persons can send their applications along with two professional letters of reference (preferably one from a most recent employer) with a copy of a Police Record/Receipt to:

[vacancy@rfginsurancebelize.com](mailto:vacancy@rfginsurancebelize.com) no later than **February 6th, 2026**

Place in subject: **CASHIER/CUSTOMER SERVICE REPRESENTATIVE (BMP)**