

We Are **HIRING**

Mountain Pine Ridge, Cayo



OFFICE COORDINATOR

Interested persons can submit their application via email along with two professional recommendation letters (*preferably one from a most recent employer*) with a copy of a Police Record/Receipt to:

Email: hrehiddenvolleyinn.com
Place in Subject: Office Coordinator

GREAT BENEFITS INCLUDE:

Health care, on-site upgraded staff housing, staff canteen, ongoing training, positive work environment

Join our team

JOB VACANCY: Office Coordinator

Location: Cayo District

JOB SUMMARY

We are seeking a detail-oriented and organized Office Coordinator to support our management team. This role involves providing general administrative assistance, managing payroll, supporting HR tasks, coordinating employee events, and occasionally assisting with inventory and procurement.

QUALIFICATIONS

- Associate Degree in Business, Accounting, or a related field
- Previous experience in administrative, HR, or accounting roles preferred
- Strong interpersonal skills and a proactive, solution-oriented mindset
- Proficiency in Microsoft Office

RESPONSIBILITIES

- Perform general office administration duties, including scheduling and correspondence
- Prepare bi-weekly payroll and ensure accuracy of employee records
- Coordinate employee onboarding, benefits, and appraisals
- Maintain organized filing systems (digital and physical)
- Assist with inventory, petty cash management, and vendor communication
- Prepare and submit SSB, PAYE, TD4s, and other compliance documentation
- Act as a liaison with Group HR and support employee wellbeing
- Occasionally assist with audits, procurement, and staff training logistics

KNOWLEDGE & SKILLS

- Excellent communication, time management, and organizational skills
- High attention to detail and confidentiality
- Ability to multitask and work under pressure
- Customer service mindset with a team-oriented attitude
- Ability to work diligently and efficiently, manage complexities, and shifting priorities

Interested persons can send their applications along with two professional recommendation letters (preferably one from a most recent employer) with a copy of a Police Record/Receipt to:

Email: hr@hiddenvalleyinn.com

Deadline to apply: Until the position is filled

Place in the subject: Office Coordinator