

## PROJECT ASSOCIATE- GENTRAC



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| <b>Position Type</b>    | Full-Time, Permanent                                    |
| <b>Location</b>         | International Airport Road, Ladyville, Belize (On-Site) |
| <b>Start Date</b>       | Jun 1, 2026 (amenable)                                  |
| <b>Experience Level</b> | Mid-Level (3-5 Years)                                   |
| <b>Salary</b>           | \$28,000 per annum (Negotiable based on experience)     |

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### About GENTRAC

GENTRAC is a leading Caterpillar Dealership serving Belize and Central America. As a trusted partner in heavy equipment, power systems, and industrial solutions, GENTRAC is committed to delivering exceptional service and innovative solutions to our clients. We are expanding our operations and seeking a dynamic Project Associate to support our leadership team.

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## Position Overview

Gentrac is seeking a highly organized and analytical Project Associate to support project operations, process management, and business performance tracking. The ideal candidate will assist in coordinating projects, monitoring operational indicators, maintaining dashboards, and supporting continuous improvement initiatives across departments.

This position requires strong organizational, communication, and analytical skills, along with the ability to manage multiple priorities and support business processes efficiently.

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## Key Responsibilities

- Coordinate and support daily project and operational activities and assist in developing and maintaining dashboards, reports, and tracking systems
- Monitor project progress, timelines, and performance indicators
- Analyze operational data and provide insights for process improvement
- Support process management and continuous improvement initiatives
- Maintain project documentation, records, and reporting systems
- Collaborate with internal departments to ensure effective communication and workflow coordination
- Assist with planning, scheduling, and administrative support for projects and meetings
- Ensure controls, procedures, and reporting standards are properly maintained
- Prepare reports and presentations using Excel and Power BI (PBI)

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## Required Qualifications

- Bachelor's Degree in Business Administration, Communications, Management, or related field
  - Experience establishing and managing controls through dashboards, analytics, and measurement tools
  - High proficiency in Microsoft Office Suite (**Excel, Word, PowerPoint, Outlook**)
  - Knowledge of process management, indicator analysis, and continuous improvement methodologies
  - Excellent written and verbal communication skills
  - Intermediate proficiency in Microsoft Excel and **Power BI (PBI)**
  - Ability to work independently and collaboratively within a team environment
  - Applicants must be over 25 years of age
  - Male or Female applicants are encouraged to apply
  - Ability to manage multiple tasks and meet deadlines
  - Professional communication and reporting skills
  - Experience supporting operational or project-based environments is an asset
  - Proficiency in spoken and written Spanish is considered an asset, but is not required.
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## Compensation and Benefits

**GENTRAC** offers a competitive compensation package and benefits, including:

- **Annual Salary: \$28,000 (negotiable based on experience)**
  - Comprehensive Health Insurance
  - Life Insurance
  - Paid Time Off
  - Annual Performance Bonus
  - Earned Gratuity
  - Company Uniform and Transportation from Belize City to Ladyville
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## Why GENTRAC?

Growth opportunity in a dynamic, expanding company

Direct exposure to executive leadership, strategic business operations and analytics, international business operations

Opportunity to make a meaningful impact in a newly established role

Professional development and career advancement potential

Competitive benefits and compensation package