

JOB DESCRIPTION**1.0 STRUCTURE**

- 1.1 Position -Truck Driver
- 1.2 Immediate Superiors -Transport Manager/Health, Safety & Environment Manager
- 1.3 Immediate Supervisors -Transport/Health, Safety & Environment Supervisors
- 1.4 Associates -Drivers, Management & Staff-All Branches

2.0 OBJECTIVES OF THE POSITION

- 2.1 Ensure the operation of effective and efficient vehicular movements to and fro of internal and external customers' satisfaction as per systems and procedures of the Company.
- 2.2 Ensure that the vehicle is in good condition as per the required standards, systems and procedures of the Company.
- 2.3 Ensure that the rules of the road are adhered to at all times, and to portray a positive image to the public when utilizing Company assets.

3.0 RESPONSIBILITIES

- 3.1 Be well-mannered when delivering and/or collecting documents to and/or from clients.
- 3.2 Maintain a positive attitude that promotes teamwork within the Company and a favorable image of the Company.
- 3.3 Wear appropriate personal protective equipment at all times when operating Company vehicle.
- 3.4 Maintain the interior and exterior of the vehicle under your charge always in good condition.
- 3.5 Make use of the VHF Radio in the vehicle by responding to calls and always keeping your mobile phone on.
- 3.6 Ensure that the fuel gauge does not fall below the empty mark and the need to communicate to assigned superior to top up fuel or forward difficulties to immediate manager.
- 3.7 Direct all mechanical faults to the approved centre of the Company.
- 3.8 Maintain and service the vehicle on periodic basis as per agreed Company procedures.
- 3.9 Ensure that the tank of the vehicle is not filled up when being sent for servicing.
- 3.10 Report any malfunctioning of any part of the vehicle to the assigned superior.
- 3.11 Ensure that all packages to be moved from one point to the other has been documented with way bills which are mandatory are signed, stamped with name of recipient and return all signed documents to your superior or his designate.
- 3.12 Assist with the clearing operations and clerical duties in the office.
- 3.13 Be confidentiality, anti-bribery, health, safety, and environmentally conscious in the discharge of assigned duties.
- 3.14 Perform other related duties as and when necessary.

4.0 AUTHORITY

Others: Must be safety consciousness. Willingness to participate in meetings, trainings, presentations, etc.	Essential Essential	Via Curriculum Vitae & Interview Via Curriculum Vitae & Interview
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Submit your CV to **akorda@conshiponline.com**