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 2.1	OBJECTIVES OF THE POSITION 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 3.1	RESPONSIBILITIES 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 open	rations 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					

- 4.1 Accountable for the assigned vehicle and other facilities of the Company allocated for the job.
- 4.2 Entitled to all relevant documents and facilities in the delivering of goods or other materials on the Company's behalf.
- 4.3 Relates with the Transport Manager/Health, Safety & Environment Manager and/or Transport/Health, Safety & Environment Supervisors or in their absence the assigned officer in the discharge of assigned duties.

PERSON SPECIFICATION

Requirement	Essential/Desirable	Measurement
Qualifications/Education/Training:		
Basic Education Certificate Examination or related certificate from		Via Curriculum Vitae&
a recognized institution.	Essential	Certification
West African Examination Council-Senior School Certificate	Desirable	Via Curriculum Vitae&
Examination or related certificate from a recognized institution.		Certification
Valid Drivers' Licence with Accident Free Record	Essential	Via Curriculum Vitae&
valid Drivers Licence with Accident Free Record	Esserrial	Certification
Experience:		
Experience of working in a similar role-minimum of two (2) years	Essential	Via Application Form,
post qualification.		Curriculum Vitae & Interview
Knowledge:		
Knowledgeable in general vehicle maintenance, general	Essential	Via Curriculum Vitae &
operations and housekeeping functions.	Loseittai	Interview
Knowledgeable in key locations in Ghana and beyond its borders.	Essential	Via Interview
Knowledgeable in health, safety and environment issues.	Essential	Via Interview
Understanding of general recordkeeping.	Desirable	Via Curriculum Vitae &
onderstanding of general recordiceping.	Desirable	Interview
Understanding other general fields in the logistics and shipping	Essential	Via Curriculum Vitae &
industry.	Essential	Interview
Coordinating with managers, employees, clients and other	Essential	Via Curriculum Vitae &
stakeholders to achieve results.	Esserreia	Interview
Skills & Competencies:		
Excellent communication skills particularly written.	Essential	Via Application Form &
	2556	Interview
Excellent interpersonal/public relations abilities.	Essential	Via Application Form &
		Interview
Ability to relate professionally with clients and a diverse	Essential	Via Application Form &
workforce by being tolerant.		Interview
Well organized and ability to manage time and own workload.	Essential	Via Application Form &
		Interview
Ability to work flexibly and adapt to changes in the work	Essential	Via Application Form &
environment.		Interview
Team player and builder.	Essential	Via Application Form &
		Interview
Maintain confidentiality of sensitive clients and Company issues.	Essential	Via Application Form & Interview
Personal Attributes:		IIICI VICW
Must be fit and healthy.	Essential	Via Interview
Self-starter and self-motivated.	Essential	Via Interview Via Interview
Ability to relate with clients and stakeholders in the industry.	Essential	Via Interview
Be creative-ability to come up with ideas.	Desirable	Via Interview
Demonstrate sound work ethics.	Desirable	Via Interview
Prepared to learn new skills.	Desirable	Via Interview

Others:		
Must be safety consciousness.	Essential	Via Curriculum Vitae &
Widst be safety consciousness.	Losential	Interview
Willingness to participate in meetings, trainings, presentations,	Essential	Via Curriculum Vitae &
etc.		Interview

Submit your CV to akorda@conshiponline.com