

JOB VACANCY

Job Title	-	Driver
Reporting to	-	Transport Manager
Location:	-	Accra

Job Summary

Ensure the operation of effective and efficient vehicle movements to and from internal and external customers' satisfaction in accordance with the Company's systems and procedures. Assess that the vehicle is in good working order in accordance with the Company's standards, systems, and procedures. Ensure that the rules of the road are followed at all times, and to portray a positive image to the public when utilizing Company assets.

Responsibilities:

- Be well-mannered when delivering and/or collecting documents to and/or from clients.
- Maintain a positive attitude that promotes teamwork within the Company and a favorable image of the Company.
- Wear appropriate personal protective equipment at all times when operating Company vehicle.
- Maintain the interior and exterior of the vehicle under your charge always in good condition.
- Make use of the VHF Radio in the vehicle by responding to calls and always keeping your mobile phone on.
- 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.
- Direct all mechanical faults to the approved centre of the Company.
- Maintain and service the vehicle on periodic basis as per agreed Company procedures.
- Ensure that the tank of the vehicle is not filled up when being sent for servicing.
- Report any malfunctioning of any part of the vehicle to the assigned superior.
- 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.
- Assist with the clearing operations and clerical duties in the office.
- Be confidentiality, anti-bribery, health, safety, and environmentally conscious in the discharge of assigned duties.

- Perform other related duties as and when necessary.

AUTHORITY

- Accountable for the assigned vehicle and other facilities of the Company allocated for the job.
- Entitled to all relevant documents and facilities in the delivering of goods or other materials on the Company's behalf.

PERSON SPECIFICATION

Requirement	Essential/Desirable	Measurement
<p>Qualifications/Education/Training:</p> <p>Basic Education Certificate Examination or related certificate from a recognized institution.</p> <p>West African Examination Council-Senior School Certificate Examination or related certificate from a recognized institution.</p> <p>Valid Drivers' Licence 'B' and above with Accident Free Record</p>	<p>Essential</p> <p>Desirable</p> <p>Essential</p>	<p>Via Curriculum Vitae & Certification</p> <p>Via Curriculum Vitae & Certification</p> <p>Via Curriculum Vitae & Certification</p>
<p>Experience:</p> <p>Experience of working in a similar role-minimum of two (2) years post qualification.</p>	<p>Essential</p>	<p>Via Application Form, Curriculum Vitae & Interview</p>
<p>Knowledge:</p> <p>Knowledgeable in general vehicle maintenance, general operations and housekeeping functions.</p> <p>Knowledgeable in key locations in Ghana and beyond its borders.</p> <p>Knowledgeable in health, safety and environment issues.</p> <p>Understanding of general recordkeeping.</p> <p>Coordinating with managers, employees, clients and other stakeholders to achieve results.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p>	<p>Via Curriculum Vitae & Interview</p> <p>Via Interview</p> <p>Via Interview</p> <p>Via Curriculum Vitae & Interview</p> <p>Via Curriculum Vitae & Interview</p>
<p>Skills & Competencies:</p> <p>Excellent communication skills particularly written.</p> <p>Excellent interpersonal/public relations abilities.</p>	<p>Essential</p> <p>Essential</p>	<p>Via Application Form & Interview</p> <p>Via Application Form & Interview</p>

Ability to relate professionally with clients and a diverse workforce by being tolerant.	Essential	Via Application Form & 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 environment.	Essential	Via Application Form & 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:		
Must be fit to work.	Essential	Via Interview
Self-starter and self-motivated.	Essential	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 & Interview
Willingness to participate in meetings, trainings, presentations, etc.	Essential	Via Curriculum Vitae & Interview

How to Apply:

Interested applicants should send their Cover Letter and CV to csahrrecruitment@gmail.com not later than **28th March, 2023**.