

POST OF DRIVER / OFFICE ATTENDANT

Job Title	:	Driver / Office Attendant
Salary Scale	:	Rs 18700x600-19300x700-24200x 750-25700x800-28900x900-30700x1000-32700x1100-36000
Reporting to	:	HR and Administrative Officer
Job Objective	:	<ul style="list-style-type: none"> • To safely transport passengers/goods from one location to another. • To maintain the vehicle safe and clean. • Keeping office/Company's premises clean and tidy. • Running errands. • Delivering mail/correspondence both within and outside the office.
Academic Qualifications and Experience Requirements	:	<ul style="list-style-type: none"> • School Certificate or an equivalent qualification acceptable to the Board. • Two years' experience as a Driver of a private car/van/lorry.
Knowledge, Aptitude and Competencies	:	<ul style="list-style-type: none"> • Possess valid driving licence (manual gear). • Excellent team player. • Conscientious and hardworker. • High sense of commitment. • Ability to work effectively under pressure. • Physically fit and good eyesight.
Main Duties		<ol style="list-style-type: none"> 1. To drive the Company's vehicles for conveyance of staff and visitors, materials and equipment in connection with the activities of COIREC. 2. To carry out simple checks/maintenance tasks with respect to the vehicle. 3. To report any defect observed to the responsible officer and take the vehicle to the workshop for repair/servicing, as instructed by the latter. 4. To attend to minor repairs, changing of tyres and making arrangements for mending of punctures in the event of breakdown on the road. 5. To ensure safe keeping of Vehicle keys and of vehicles after work. 6. To support Administration in planning trips in most cost effective and efficient way.

	<ol style="list-style-type: none">7. To ensure that logbook in vehicle is properly filled and signed by each passenger, and remit the logbook to Administration after each trip for safekeeping.8. To assist passengers/COIREC's staff in loading and unloading, movement and handling parcels, documents, materials, and other equipment from and to the vehicle and within the Company's premises.9. To keep a logbook and record issue of fuel, all movements, tyres and battery changes.10. To open and close offices.11. To run official errands, including the dispatch of correspondence, forms and materials and the distribution of files, documents and f axes.12. To operate the reception counter, as and when required.13. To clean office premises.14. To ensure that all switches/lights are turned off before leaving the premises.15. To help and assist in the organization of events (internal & external).16. To operate office equipment such as duplicating, photocopying, fax and binding machines.17. To assist in the arrangement of furniture and equipment within the premises and on sites.18. To perform simple document binding duties.19. To prepare and serve tea/coffee and ensure that the kitchen is kept clean at all times.20. To perform such other duties related to the main duties listed above or related to the delivery, of the output and results expected from the incumbent in the roles ascribed to the latter. <p>NOTE: Incumbents may be required to work outside normal working hours, Saturdays, Sundays, and Public Holidays, as and when required.</p>
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