

JOB DESCRIPTION

JOB TITLE:	Office Assistant/Driver
DEPARTMENT:	Office Administration
REPORTING TO:	Manager Administration

Summary:

The Office Assistant provides courier services in support of the departments, personnel and stakeholders throughout the organization, providing service and support to help by extension achieve the goals of the Company.

Education, Knowledge and Experience

- A minimum of 3 O'Level passes
- Defensive Driving will be considered an asset
- 5 years Driving Experience
- Proven ability to work with teams and accept instructions and guidelines

OR

Equivalent combination of Qualification, Training and Experience

Key Functions and Accountabilities:

1) Service

- a) Report to the Manager, Administration for daily assignment of tasks and vehicle keys.
- b) Execute any tasks within a timely manner
- c) To maintain a professional attitude at all times with all stakeholders- internal and external
- d) Always exhibits a cordial disposition in daily interactions
- e) Practice safety/ caution at all times when using assigned company vehicle
- f) Maintain assigned vehicles by ensuring cleanliness and reporting of any issues immediately when found
- g) Ensure mailbox at TT Post is cleared weekly.

2) Deliverables

- a) Payment of bills
- b) Pick up of meals for meetings
- c) Delivery of Board packages
- d) Delivery of mail/packages as required by various departments through the Administration Office
- e) Collection of documents required by various departments through the Administration Office
- f) Driving staff to meetings when requested through the Administration Office
- g) Driving staff to execute functions when requested through the Administration Office
- h) Deliver Company vehicles when due for service or repairs.

3) Managing Schedule of Assignments

- a) Ensure the proper logging of information when delivered or collected i.e. received by, times, date, company, package details.
- b) Maintain proper communication with your department head throughout the day
- c) Prepare assigned vehicle for use from the previous day, i.e. fuel top up, request for funds for fuel top up, cleaning services etc.

4) Report to the Manager, Administration

- a) Report any issues that may arise in the performance of duties.
- b) Report any issues on the assigned vehicles.
- c) Report any intended and unforeseen leave at the earliest time available

5) Any other duties that may be required

- a) Subject to variance.

Dimensions and Scope of Role

- Operates within Policies and Procedures of the Corporation
- Operates within the relevant Laws and Regulations – local and international
- Operates within Scope and limits of authority
- Decision making in keeping with approved parameters of authority to ensure that the financial integrity of the company is maintained

Key Behavioral Competencies

Personal Attributes: Uses initiative and demonstrates a positive work attitude, self-confidence and high level of energy; is well motivated to perform with minimum supervision. Accepts change positively, and adjusts to the demands of the job; Reports to work punctually and regularly; Displays honesty, and credibility in work situations.

Team Player: Works well as a contributing member of a customer focused team; performs role assigned in the interest of the team's success.

Communication: Contributes to discussions; and completes documents in a logical and organized manner; Communicate at all levels as required by job functions

Business Awareness: Understands the wider business environment in the context of delivering short-term value; Ability to deliver results which add value to the department and to the business

Customer Focus: Has a strong understanding of the service requirements and contribution to the success of the business; Demonstrates a willingness to assist with customer needs.

Problem Solving

Is able to analyze data, and suggest solutions to problems to allow for efficiency and quality improvements within the work unit