



Position Description

Vacancy Title: **Transport Assistant/Driver**

Location:

Reports To: **None**

Objective

Responsible for the safe and cost effective daily runs of the company vehicle, ensuring timely dispatches and collection of company mails and timely transporting of staff as and when required. This role reports to the Transport Supervisor.

Outcomes

Organisational Stakeholders

1. Daily runs performed in a timely and efficient manner:

- Daily runs planned in coordination with the schedule provided by AMA
 - time and fuel management addressed efficiently
- Mails dispatched and collected daily in an efficient manner
- Invoice delivered and cheques/payments collected in a timely manner
- Log book for all the travels made using the company vehicle updated and maintained
 - Signing of the log book by every passenger of the vehicle ensured with the required details clearly stated and submitted to AMA at the end of every week
- Timely reporting and accurate recording of events and incidents, including any accidents, ensured and reported to AMA for further action.

2. Efficient Management of Company Vehicle

- Company Vehicles are: HS 935, JF 393, JQ 171, IB 540, JD 562, KI 685, KW 578, MR 924 and MR 925
- Perform regular safety checks on all company vehicles to ensure that it is in good working condition before and after each official trip (a checklist to be maintained)
- Report any incidents and accidents as and when it occurs
- Ensure follow-ups are undertaken to repair and maintain vehicle to acceptable standards
- Ensure the cleanliness and proper maintenance of company vehicles daily
- Report any accidents, damages and repair needs to immediate supervisor
- Adhere to traffic laws and safety regulations to avoid any accidents or incidents
- Ensure compulsory vehicle inspection is carried out every Friday for all company vehicles in the pool

3. All relevant internal and external communications handled professionally:

- Courteous and friendly service provided to staff, executives, company guests.
 - Must embody good customer service
- Collaboration with all departments maintained to achieve targets and goals

4. Contributions made to the organization's success proactively

- Deadlines and service level agreements met at all times
- Any other work-related task assigned by the Management that is within the capacity of the position holder is performed; teamwork is demonstrated
- Contributions made towards the organization's efficiency and improved productivity
 - Cost reduction initiatives
 - Process/systems improvement initiatives
- Contributions made towards the organization's profits in line with the scope of the work
- Modern technology and innovative methods used to achieve results

5. The organisation's image and value standards demonstrated and upheld at all times

- Confidentiality of all communications upheld at all times
- A professional and amiable relationship maintained with all stakeholders

Responsibilities - Key Competencies

Competence	Description
Business	
Risk Management	Analyse and manage risk.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.

Competence	Description
Communication	Exchange information through verbal communication
Customer	
Customer	Demonstrate a commitment to customer service - both internal and external customers.
Commitment	
Quality Focus	Deliver quality.
People	
Team Orientation	Work in a team towards a common aim.
Professional	
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Operational	
Equipment Operation	Control the operation of specialised equipment, plant or vehicles to satisfy the demands of the assignment.
Maintenance	Monitor and/or maintain equipment, plant or vehicles in sound operating order.
Health and Safety	Establish and maintain a safe and healthy work environment.

Qualifications

Qualification	Discipline	Notes
Preferred		
School Leaving	Form 6 or 7 pass.	

Work Knowledge and Experience

- At least 3 years of experience in a similar role
- Reasonable proficiency with Microsoft Office and FPCL online reporting systems

Requirements

Language Proficiency

- Excellent communication skills
- Good interpersonal/communication skills

Regulatory Compliance Requirements

- First Aid Certificate
- OHS
- Valid Defensive Driving Certificate
- A clean valid Class 2 Driver's License

Skills Assessment

- Good time management skills
- Effective coordination and organizational skills

Other Required Requirements

- No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	All staff	
External		
	Customers/Clients	
	Stakeholders	

Attributes

Behavioural Styles

- Accountable: Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
- Integrity: Adherence to moral and ethical principles; soundness of moral character; honesty.

Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.
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Interpersonal Styles

Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Self Sufficient and Assured	Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities
Team Oriented	Enjoys being with others as part of a group or team.

Thinking Styles

Initiative	Takes action and makes decisions without the help or advice of other people.
Well organised	Controls tasks in a well thought out and critical manner.
Conscientious	Demonstrates a sense of right and wrong and a personal obligation to do the right thing.

How To Apply

Online

Contact for Enquiries

Contact Name: Shamal Bali

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Further Contact Information: --

Closing Date: 06 Nov 2024