

POSITION VACANT

The Kenya Association of Manufacturers, a Leading Business Membership Organization in Kenya is looking to hire a Company Driver also to double as a Messenger immediately.

Designation:	Company Driver	Reporting to:	Manager – HR & Administration
Position Type:	Permanent	Location:	Nairobi

Job purpose:

To ensure the Secretariat work is sufficiently supported by performing the duties of a driver and offering general office Messenger services.

Duties and Responsibilities

Key duties and responsibilities will be as follows:-

- i)** As and whenever assigned, safely chauffeur and facilitate the CEO during routine work.
- ii)** Drive Secretariat staff to various destinations in the country as the Secretariat work may dictate;
- iii)** Deliver and pick letters, parcels to / from various offices and run other errands as directed;
- iv)** Operate and maintain assigned motor vehicle (s) in a clean and well serviced status and relevant licences are renewed in time in line with approved policies and procedures;
- v)** Perform vehicle safety inspections, diagnose and report any mechanical issues in advance;
- vi)** Perform preventive maintenance and follow up on vehicle repairs with proper records;
- vii)** Maintain passenger confidence by keeping information strictly confidential and complete tasks within timelines and without jeopardizing safety or integrity of work.
- viii)** Any other duties as assigned by the CEO from time to time.

Requirements:

- Should possess a clean valid driving license with a minimum 5 years satisfactory driving experience in the capacity of a chauffeur to a top executive.
- Be aged between 30 – 45 years of age and hold a valid certificate of good conduct.
- Must have a thorough understanding of Nairobi and environs and of short cuts to get out of traffic.
- Possess background in executive driving and skills in security awareness and defensive driving
- Able to work under minimum supervision and outside normal work hours
- Must hold high level of Integrity and commitment to the company and duties allocated
- Have excellent communication and interpersonal skills - be polite, patient, flexible & time conscious.
- Must be able to operate both manual and automatic vehicles;
- NYS trained or AA accreditation shall be an added advantage.

Application:

Qualifying and interested candidates to complete the online application form (**See link below**) and submit their **CV only** to hr@kam.co.ke indicating the word “**Driver**” on the subject line of the email to reach us **not later than November 14, 2017.**

Follow link to apply:

https://docs.google.com/forms/d/e/1FAIpQLSfjPxDBwCcGGtw2vsoSMuc7DepsuKuwoYu9jVXERdo0v7TnsQ/viewform?c=0&w=1&usp=mail_form_link

Only shortlisted candidates shall be conducted.