

## **COMPANY DRIVER POSITION VACANT**

The Kenya Association of Manufacturers (KAM), established in 1959, is a membership organization representing over 750 leading manufacturing and value-add companies in Kenya. KAM is seeking to competitively fill the following vacant position:-

|                      |                           |                        |             |
|----------------------|---------------------------|------------------------|-------------|
| <b>Designation:</b>  | Company Driver /Messenger | <b>Work Type:</b>      | Permanent   |
| <b>Reporting to:</b> | Administrative Assistant  | <b>Reporting Date:</b> | Immediately |
| <b>Location:</b>     | 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 driving license Class ABCE with a minimum 5 years satisfactory driving experience in the capacity of an executive driver.
- Hold a PSV license and a valid certificate of good conduct.
- A thorough understanding of Nairobi and environs and good exposure on long distance travels.
- A background in executive driving and good skills in defensive driving.
- Able to work under minimum supervision and under pressure including outside normal work hours
- Be a person of Impeccable Integrity, commitment to work and takes initiative
- Have excellent communication and interpersonal skills – good etiquette, attention to details, patient, flexible & time conscious.
- Must be able to operate both manual and automatic vehicles;
- Must be a KCSE qualifier, NYS trained or AA accreditation is an added advantage.

### **How to Apply:**

Interested and qualifying candidates should complete the online application form and submit their **CV only** to [hr@kam.co.ke](mailto:hr@kam.co.ke) indicating the word “**Driver**” on the email subject line so as to reach us **not later than February 12, 2019**. Click on Link to apply [here](#):

**Only shortlisted candidates shall be contacted.**