

COMPANY DRIVER /MESSANGER 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:-

Designation:	Company Driver /Messenger	Work Type:	Permanent
Reporting to:	HR & Administration Officer	Reporting Date:	Immediately
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 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 to complete the online application form and submit their CV and Application letter only to hr@kam.co.ke indicating the words “**Driver /Messenger**” on the email subject line to reach us **not later than January 20, 2021**. **Click Link [here](#): to apply**. **Only shortlisted applicants shall be contacted.**