



Job Description

1. Job Particulars:	
Job Title: Driver/Office Assistant X2	Department: Operations & Finance
Direct Reports: None	Travel Required: No
Reports to: Asset Care Supervisor	Job Grade: B2
2. Purpose of Job:	
To ensure efficient and timely transfers of all SARU stakeholders and to assist the Print Room with administrative duties as and when required.	
3. Key Results/ Accountabilities expected from job	
<ul style="list-style-type: none"> • Transfer all SARU delegates, employees to and from relevant destinations; • Perform appropriate maintenance and safety checks on vehicle before transporting passengers; • Complete Log book on a daily basis indicating maintenance and safety checks completed and report on any faults such as brakes, tyres, light defects etc; • Ensure that the vehicle is refuelled and serviced according to the service time limit; • Coordinate and collect all company mail, passports and visas that have been extracted from the Asset Care Helpdesk; • Prioritise and plan activities accordingly with Line Manager; • Execute tasks according to final plan; • Ordering and assisting with issuing of stationery to staff; • Assist with bulk photocopying, binding, printing and laminating for all departments on request and according Asset Care Desk requests; • Assists with the issuing of manuals for various provinces; • Assists with stocktaking of stationery on a monthly basis; • Prepares the packaging of manuals and other items for Globe Flight. 	
4. Experience & Expertise (Typical educational qualifications & experience)	
Educational background <ul style="list-style-type: none"> • Grade 12- Essential • Valid Driver's license (Code C1 or EC1) with a clean driving record - Essential • Valid Professional Driver's Permit (G,P) -Essential Experience (years and nature) <ul style="list-style-type: none"> • 3-5 years' experience as a PDP Driver specialised in transporting Executives and staff • 1 -2' experience in administration • Own vehicle - Essential 	
5. Critical Competencies	
<ul style="list-style-type: none"> • Organising skills - Essential • Interpersonal skills - Essential • Attention to detail - Essential • Problem solving - Desirable • Administration skills - Essential 	