

<b>Driver / Messenger / Handyman</b>			
<b>Department:</b>	Operations / Administration	<b>Working Hours:</b>	Mondays to Fridays, 07hr30 to 16hr30, and Saturdays, 07hr30 to 12hr30
<b>Reporting to:</b>	Head of Department	<b>Type of Position:</b>	Full-Time and Permanent
<b>Minimum Qualification &amp; Experience:</b>			
<ol style="list-style-type: none"> <li>1. School Certificate (SC) or an equivalence acceptable to the Board</li> <li>2. 1 year experience in a similar post</li> <li>3. A valid driving license for manual gear</li> </ol>			
<b>Main Duties:</b>			
<ol style="list-style-type: none"> <li>1. Open and close company premises, if required, and as directed by Head of Department</li> <li>2. Load and unload material, tools and equipment, as required</li> <li>3. Housekeeping tasks</li> <li>4. Assist in Attendant's duties in the absence of the latter, or as and when required</li> <li>5. Collect and dispatch correspondences, as required</li> <li>6. To maintain the company premises neat and tidy, as and when required</li> <li>7. Dispose of waste material, if required</li> <li>8. To ensure that all company vehicles are in good running condition</li> <li>9. Carry out simple checks of company vehicles on regular basis including:</li> <li>10. Checking of radiator or overflow tank for water level and filling up with water, if necessary</li> <li>11. Checking of engine oil level and topping up, if necessary, and reporting to the Head Supervisor on any unusual oil consumption</li> <li>12. Testing and cleaning fuel pump and carburetor</li> <li>13. Checking of fluid levels of brake master cylinder and clutch master cylinder and topping up, if necessary</li> <li>14. Checking wheel nuts for wheel tightness and checking of all wheels including spare wheel for the tyre pressure and abnormal / uneven wear</li> <li>15. Keeping engine compartment free of dirt, oil or grease</li> <li>16. Carry out preventive basic servicing of company vehicles</li> </ol>			

17. Washing and Cleaning of company vehicles' body, underbody and interiors
18. Checking of battery electrolyte level and topping up, as and when required
19. Checking of all lights, horns, wipers, brake and clutch to ensure that they are in good working condition
20. To conduct daily checks of company vehicles after daily use by staff and arrange for appointments for washing of vehicles, as required
21. To report on any defect observed to the Head Supervisor, and take the vehicle for repair / to workshops, as instructed by the latter
22. To attend to minor repairs, such as cleaning of spark plugs, replacing of fuse / bulbs, changing of tyres, and arranging for mending of punctures in the event of breakdown on the road
23. To ensure that renewals of fitness certification, payment of insurance policy and road tax, and related formalities are done on time
24. To drive company vehicles for purposes of obtaining fitness certificates
25. To drive and assist staff for official errands
26. To drive staff to the nearest hospital in case of injury at work, and assist them as required
27. Run errands for office, as required
28. Assist in Store, as required
29. To attend to general duties on school sites, as well as in office with the Supervisory team, if required
30. To carry out manual repairs work and painting work around the office areas, as well as general maintenance work
31. Use ICT in the performance of above duties
32. Perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from you
33. The duties mentioned above are not exhaustive and Mauri-Facilities reserves the right to require the incumbent to perform any other related duties but relevant to the operations of Mauri- Facilities.

**Documents to be mandatorily submitted alongside the application form (copies only):**

1. Copy of School Certificate (SC) or equivalence
2. Copy of driving license for manual gear

*\*Non-submission of above document will lead to the disqualification of the candidate from the recruitment exercise*

**Salary:**

Negotiable