



POSITION: ATTENDANT/ DRIVER

BUSINESS UNIT: CORPORATE SERVICES

REPORTS TO: HEAD OFFICE ATTENDANT (or any other designated officer by the Manager (Corporate Services))

SALARY SCALE IN THE RANGE OF: Rs20,136.- to Rs35,997.-

ROLE OBJECTIVE

To drive Company's vehicles and perform attendant's duties.

DUTIES AND RESPONSIBILITIES

Driver's Functions

1. To drive Company's motor vehicles for official trips and for examination at NTA.
2. To drive officials and delegates to and from airport.
3. To make appropriate entries in the log books.
4. To carry out simple maintenance tasks covering cleaning of engine and chassis, washing and lubricating the vehicles, topping up (battery, radiator, engine oil, brake cylinders) and checking tyres and wheels.
5. To report any defect in the Company's vehicles to the responsible officer.
6. To drive and maintain (clean) MHC vehicles.
7. To assist in ensuring that authorised vehicles are properly parked in MHC's parking area.
8. To bring vehicles to the NTA for examination.
9. To ensure other staffs' cars are properly parked.
10. To load and dispatch files, stationeries and office equipment to sub offices, store and feeder offices.
11. To arrange for MHC vehicles' servicing and repairs at workshops wherever necessary.
12. To drive officials and delegates to and from airport.

Attendant's Functions

1. To clean offices, premises, furniture, office equipment.
2. To keep watch over office premises during business hours.
3. To open and close offices.
4. To help direct customers to appropriate service/offices.
5. To operate a telephone switchboard, answer telephone and note calls.
6. To prepare and serve tea/coffee/refreshments.
7. To operate such office equipment as photocopying machine and binding machine.

8. To perform messenger duties such as distributing, collecting letters/parcels/files and running official errands.
9. To assist in the classification/tracing of files.
10. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from incumbent in the roles ascribed.

SPECIFIC COMPETENCIES

- Ethical and courteous behaviour
- Good eyesight
- Defensive driving skills
- Ability to read, write and speak English and French

QUALIFICATIONS AND EXPERIENCE

Certificate of Primary Education (CPE) and having studied up to Form IV or an alternative equivalent qualification acceptable to the Board

A valid and clean Driving Licence for private car and 15-Seater van

Prior experience as Driver/ Office Attendant would be an advantage

POSTING/TRANSFER

Where Management considers the incumbent has the required competence and knowledge he may be posted/ transferred to any Business Unit/ Unit/ Branch Office of the Company at the equivalent level without any reduction in his salary. When incumbent is transferred to Branch, the reporting line shall be to the Branch Manager of the Branch Office.

WORK OUTSIDE OFFICE HOURS AND MISCELLANEOUS DUTIES

The incumbent may be expected from time to time to work outside normal office hours including week-ends and public holidays, and as and when required to undertake duties outside the scope of the duties and responsibilities but relevant to the operations of the Company that will enhance its ability to meet the set objectives.

Note: Attendant/Drivers may be called upon to work outside normal hours and on Saturdays. Sundays and Public Holidays against payment of an allowance.