



JOB DESCRIPTION

POSITION: **OFFICE DRIVER**

SALARY: **Grade 1/Step 1: \$9,802.60 - \$11,717.42 per annum**

OVERVIEW: This post reports directly to the Principal Administration and Marketing under the Corporate Services Division to provide efficient and safe transportation services for office staff, documents and other official items during evening and night hours, ensuring punctuality and compliance with SPA guidelines.

DUTIES & RESPONSIBILITIES

- Comply with all safety road regulations governing public roads, etc.
- Transportation of SPA officers to and from workplace safely and on time during the assigned shift. (vehicle authorization form approved)
- Provide additional security for SPA officers when traveling at night.
- Conduct daily inspection of the assigned vehicle to ensure it is in good operating condition.
- Perform routine maintenance tasks such as checking oil, fuel and tire pressure and report any mechanical issues promptly.
- Enter logbook for mileages used during office vehicle runs.
- Clean vehicles twice or three times a week.
- Submit accident reports immediately for any incident that involved office vehicles.
- Shows good attention and consistency in the execution of work
- Punctual to work and all events expected to attend
- Sound knowledge of SPA health & safety policy and vehicle management policy
- Any other duties related to position that may be delegated from time to time by the Principal Administration Officer.

SELECTION CRITERIA

- Minimum of Year 12 Certificate or equivalent
- At least three years working experience
- Must have a valid Driver's License (BE Category) with a Defensive driving Certificate
- Ability to work after normal working hours and drive during night hours
- Must have strong communication skills and a professional manner
- Must be healthy, active and honest