

## **JOB PROFILE**

### **JOB FRAMEWORK**

**Job Title:** Handyman / driver  
**Job location :** EU Delegation Bangkok  
**Area of Activity:** Administrative Section  
**Category :** AL V

### **JOB CONTENT**

#### **Overall purpose:**

Driving of service cars, help in administrative manual tasks.

#### **Functions and Duties:**

##### **Driver:**

- To drive for Delegation's staff as per assignment.
- To comply with all the existing law, rules and regulations issued for the road especially the speed limit.
- To drive in a safe manner that ensures passengers safety and vehicle longevity.
- The service car under his responsibility should be well maintained and taken care of.

##### **Office Support**

- Making photocopies
- Assist in preparing the diplomatic pouches
- Contacts with local authorities, Customs, Airport of Thailand, Thai Immigration, Department of Land Transport, and various ministries
- Meeting rooms set up
- Buy office supplies

##### **Handyman**

- Making photocopies
- Assist in preparing the diplomatic pouches
- Minor repair in EUDEL office.
- Minor internal removal of items and furniture

## **JOB REQUIREMENTS**

### **EDUCATION AND TRAINING**

Secondary school and higher.

### **EXPERIENCE**

5 years of driving experience of which at least 3 years with embassy or international organisation and with valid driving licence.

### **KNOWLEDGE**

#### **Specialist knowledge (know what)**

Familiarity with location of Embassies, Ministries, International Organizations and others, within Bangkok.

#### **Technical knowledge (know how)**

- Some knowledge of mechanics of vehicles.

### **SKILLS**

#### **Linguistic skills**

- Ability to speak and understand English.

#### **Communication skills**

- Good communication skills with external and internal contacts.

#### **Computer skills**

- Word, Excel
- e-mail and Internet

#### **Interpersonal skills**

- Able to work as a team member. Capable of typing in Thai and English.
- Ability to work in a multicultural environment

#### **Intellectual skills**

- Ability to understand and contribute to effective and efficient administration and procedures of the Delegation.

#### **Management skills**

- Capable to execute tasks in a timely and efficient manner

### **PERSONAL QUALITIES**

- Excellent physical condition, well organized, methodical person.