

JOB PROFILE

JOB FRAMEWORK

Job Title: Driver / Handyman
Job location : EU Delegation Bangkok
Area of Activity: Administrative Section
Category : AL V
Situation : Vacant

JOB CONTENT

Overall purpose:

Driving of service cars, help in administrative and manual tasks.

Functions and Duties:

Handyman

- Making photocopies
- Experience in customs clearance procedures; formalities for car registration; car sale
- Contacts with various local authorities, banks, companies, etc.

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, alcohol and drug usage
- 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.

And all other tasks requested by the hierarchy, in line with handyman and driver job

JOB REQUIREMENTS

EDUCATION AND TRAINING

Secondary school and higher.

EXPERIENCE

5 years of driving experience with valid driving licence.

KNOWLEDGE

Specialist knowledge (know what)

- Familiar with location of Embassies, Ministries, International Organizations and others, within Bangkok.
- Knowing perfectly Bangkok area.
- Being able to use with ease GPS tools.

Technical knowledge (know how)

- Some knowledge of mechanics for vehicles.

SKILLS

Linguistic skills

- Ability to speak and understand English.

Communication skills

- Good communication skills with external and internal contacts.

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.