



External Job Vacancy Announcement

Job Title	Dispatcher/Transport Officer	Job code	DO/TO
Department	Administration	Report to	Senior Transport Officer

ABL is currently looking for dynamic, independently working and self-driven persons for the position of Dispatcher/Transport Officer. The selected applicant will work with the Head Office, specifically the Administration Department.

We are seeking a highly motivated person who is ready to accept challenges.

If you are interested and fulfill the below mentioned requirements, please send your job application as well as CV to the Human Resources Department.

Main Responsibilities

- ✓ Arrange letters/packages in delivery sequence.
- ✓ Execute letter/package delivery to/from businesses, branches, offices and/or homes on time during working days.
- ✓ Ensure people sign off for receipt of letters/packages.
- ✓ Inform individuals when letters/packages cannot be delivered due to holidays or bad weather.
- ✓ Operate approved vehicle to deliver letters/packages or walk on foot.
- ✓ Execute driving services according to instructions from supervisor.
- ✓ Ensure self-daily checks (dents, scratches, cracks on wind shields/view mirrors, inconsistent log sheet, tidiness, etc.) on any ABL vehicle.
- ✓ Report damages and missing items from vehicle to Senior Transport Officer.

The Dispatcher ensures:

- That letters/packages are safely delivered to/from businesses, offices and/or homes, on time during working days, except on Sundays and/or on holidays.
- that incoming and outgoing letters/packages are properly logged and documented
- That vehicles/motorbikes are tidy, road worthy and ready for the day’s work.
- Top service quality: being on time, friendly and reliable, and that vehicles/motorbikes are driven/ridden well and safely according to the traffic rules. That bank’s vehicles/motorbikes are handled properly. **Qualifications:**

- ✓ Good Know-how about motor bike riding/driving, knowledge on maintenance and traffic rules
- ✓ Must be an experienced motor bike rider

- ✓ Service oriented
- ✓ Must have obtained at least a high school certificate/diploma ✓ Should be a license driver

If you are interested and fulfill the above mentioned requirements, please send your application, as well as your cover letters and CV including testimony of all relevant documents to the Human Resources Department, AccessBank Liberia, 20th Street Sinkor or via email: hr@accessbank.com.lr.

Closing date for this vacancy is Tuesday, **February 4, 2020 5:00p.m.**

PLEASE NOTE THAT ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.