

External Job Vacancy Announcement

Job Title	Transport Officer	Job code	AD
Department	Administration	Report to	Senior Transport Officer

ABL is currently looking for dynamic, independently working and self-driven persons for the position of Dispatcher. 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

- ✓ Provide driving service to Bank staff, guests, and other persons connected to the bank as directed by the supervisor.
- ✓ Transport all vehicle loads -luggage, materials and equipment in relation to the bank work (personally responsible for carrying luggage, materials or equipment if necessary).
- ✓ Maintain the vehicles in a working conditions and provides minor mechanical repairs on vehicles as required
- ✓ Drive Accessbank vehicles to the regional locations with a possibility of overnight stays
- ✓ Monitor the operational conditions of vehicles and informing Supervisor on any observed malfunctioning
- ✓ Keep Accessbank vehicles in clean and pleasant comfortable conditions
- ✓ Advise Supervisor on all necessary changes of vehicle spare parts
- ✓ Do required routine daily servicing of vehicles
- ✓ Ensure that Accessbank vehicles are parked safely at the end of the working day
- ✓ Carry out all other duties as assigned by Supervisor or Management
- ✓ Supervise any repair carried out by other persons

Qualifications:

- ✓ Good Know-how about motor bike riding/driving, knowledge on maintenance and traffic rules
- ✓ Problem Solving & Decision Making
- ✓ Communication, Learning and Knowledge Sharing
- ✓ Planning and Organizing 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.

Deadline is Friday, January 8, 2021

PLEASE NOTE THAT ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.