DRIVER/RIDER/OFFICE ASSITANT BDO 01/01/2025

Biblia Regulated Non-WDT Sacco Ltd a medium-sized Sacco with membership from a large number of Christian organizations wishes to fill **vacant position** of **Driver/Rider/Office assistant** whose duties and qualifications are as below:

Reporting: Administrative Assistant

A. ROLES AND RESPONSIBILITIES

a) Drive the motor vehicle s authorized;

b) Maintenance and servicing of the Sacco vehicles;

c) Carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure.

d) Detecting and reporting malfunctioning of vehicle systems;

e) Ensure proper maintenance of worksheets/journey logs/work tickets for vehicle assigned;

f) Ensuring safety and security of the vehicle on and off the road;

g) Ensure safety of the passengers and/or goods therein;

h) Delivery of correspondences to the designated locations

i) Maintain general cleanliness of the vehicles

j) Account for fuel utilized by the company vehicle

k) Carry out other office duties like cleaning, preparing tea, filling and assisting in registry

l) Carry out any other duties assigned by the Administration Assistant

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

a) KCSE qualification of D+.

b) A valid Class BCE Driving license, free from any current endorsement(s).

c) Certificate in motor vehicle repair is an added advantage

d) At least three years' experience in a similar role

e) A valid Certificate of Good Conduct from the Kenya Police.

Other competencies

a) Must demonstrate outstanding professional competence and integrity in work performance results.

b) Ability to communicate in English and Kiswahili.

c) Good organizational skills

d) Strong interpersonal skills

e) Attendance of a First Aid Course lasting not less than one week at ST Johns Ambulance or Kenya Institute of Highways and Building Technology (KIHBT) or any other recognized institution will be an added advantage.

Application:

Application letter must be accompanied with a detailed CV, copies of academic, professional certificates and a recommendation letter from your pastor.

Kindly fill in the Google form below on or before the close of business on 14th March 2025.

https://docs.google.com/forms/d/e/1FAIpQLSdpMW5Chr3vZ4PjdVsbM5BRl4rqpWhbd4mWmCYfpbWITW-Iuw/viewform?usp=sharing

NB: Only short-listed candidates will be contacted and invited for interview.