

AME University Vacancy Announcement

Position Title: **Executive Driver**
Division: Administration
Reports To: Director of Procurement
Closing Date: August 17, 2018
Submit To: jobs@ame.edu.lr or Drop off CV and Cover letter to Attn: **Driver** -
Human Resources Office, 34 Camp Johnson Road. Monrovia, Liberia

Position Requirements:

Reporting to the Director of Procurement, but assigned to drive the University President, the Executive Driver shall have a good personal appearance, dressed appropriately to represent the Office of the President, and be responsible for the President's daily movements. The successful candidate shall have a remarkable driving record, experience in providing personal driving service to Senior Executives, and he/she must be familiar with Monrovia and its environs. The Executive Driver shall be knowledgeable of heavy traffic patterns and preferred routes, have the ability to anticipate needs and requirements of the President's vehicle, with the ability and willingness to work flexible hours, including nights and weekends.

Position Description:

- Drives University President and family from home to various destinations;
- Maintains cleanliness of vehicle, and reports vehicle for regularly service;
- Maintains appropriate level of fuel/gas in vehicle at all time;
- Checks road conditions, follows traffic rules and required travel speed;
- Maintains vehicle in proper operating condition;
- Assures that preventive maintenance is performed on schedule;
- Maintains cleanliness of vehicle for guest readiness at all times;
- Runs errands and performs other duties as assigned by the President.

Education and Certification

- The successful candidate must have (minimum) High School Diploma;
- Must have a valid Liberia Driver's License
- No history of reckless driving and accidents