



**Job Description**  
**Office Driver**  
**Division: Operation**

<b>JOB DESCRIPTION</b>	
<b>Job Title</b>	Office Driver
<b>Salary Range</b>	\$7,974.00 p.a.
<b>Location</b>	Main Office – Matautu-Tai
<b>Hours of work</b>	Shift Work
<b>Reporting to</b>	ACEO – Operation Division
<b>Responsible for</b>	N/A
<b>Contractual Status</b>	Permanent, full time Subject to six months probationary period
<b>Primary Objectives</b>	To provide secure, reliable, timing and quality driving service in accordance with safety legislation and SSC company procedures.
<b>Key Responsibilities, Tasks and Activities</b>	<ul style="list-style-type: none"><li>❖ Provide transportation for Head Office or official travels as requested by GM/CEO and management</li><li>❖ Responsible for driving any company vehicle in accordance with the legal requirements and Company procedures following duties allocated by the Operation ACEO</li><li>❖ Deliver payment transfers and carries out banking and assist with pick up of office expenditures and other task required</li><li>❖ Distribute mails as needed both incoming and outgoing also perform occasional handyman jobs inside the office</li><li>❖ Ensure that any vehicle is driven with due care and attention and priorities the safety of the passengers</li><li>❖ Maintain safe operating and clean appearance of the office vehicles at all time</li></ul>

	<ul style="list-style-type: none"><li>❖ Responsible for informing the authorities in case of any tickets issued or damages on vehicles while being used for official purposes</li><li>❖ Assist with administration work</li><li>❖ Other duties as directed from the Operation ACEO and Management from time to time</li></ul>
<b>Continued Professional Development</b>	<p>The Samoa Shipping Corporation is committed to provide CPD for the successful candidate. SSC expect the successful candidate to undertake available training courses and research to enhance personal knowledge, skills and experience.</p> <p>To provide secure, reliable, timing and quality driving service in accordance with safety legislation and company procedures.</p>