



**EUROPEAN UNION**

OFFICE IN MYANMAR

## **JOB DESCRIPTION**

### **Driver**

**Job definition:** To provide secure and timely driving services to transport passengers and/or goods. Deliver payment transfers to the bank and/or the suppliers, assist with postage and with pick up of office purchases, including flight tickets and any other tasks required by Head of Administration or his/her substitutes. Act as a back up for the Receptionist, assist with meeting room re-arrangement for various meetings/events and perform occasional handyman jobs inside the Office.

### **Functions and duties:**

#### Transport of persons, goods and / or documents

(Function type: Logistic Support)

- Provide transportation for Head of Office, other employees of Myanmar office and VIP visitors from Brussels
- Follow up the driver planning and scheduling using Outlook Calendar and register transportation requests in 'DRIVERS'
- Deliver payment transfers to the bank and/or the suppliers, conduct cash purchases for office expenditure
- Distribute mail as needed, both incoming and outgoing
- Pick up flight tickets
- Submit entry visa applications for official travel to various Embassies/Consulates and collect visas
- Deliver correspondence to government authorities and assist in processing various permits (such as airport pass etc.)
- Facilitate airport pick ups for VIP visitors and transportation during official visits

#### Service vehicle maintenance management

- Schedule annual vehicle examination for service vehicles with the Transportation Department and apply for the renewal for the vehicle license
- Determine when and what kind of maintenance the vehicle needs, keep track of general maintenance schedules, especially car tyre condition
- Ensure sound running of the vehicles assigned and arrange minor repairs where necessary
- Check oil and tyres properly and keep the service vehicles in clean condition, both inside and outside
- Keep track of timely car insurance renewals
- Update monthly mileage records
- Maintain log book of each service vehicle on daily basis

#### Act as back up for the Receptionist and as a messenger

- Act as a back up for the Receptionist during lunch hours and as needed by answering to the phone and taking care of visitor registration, incl. maintaining a register of incoming visitors
- Support Administration Section as a messenger by assisting with the mail deliveries, both incoming and outgoing

#### Other tasks

- Assist with office and meeting room re-arrangement for various meetings/events
- Occasional handyman jobs in the Office, such as hanging pictures and small office repairs