



SOUTH AFRICAN TOURISM

DRIVER / MESSENGER
Fixed Term Contract (02 months)

The following vacancy exists for a Driver in the Facilities and Fleet Unit, reporting to the Facilities and Fleet Manager at the Head Office in Sandton. If you possess the required skills and experience we invite you to apply.

PURPOSE OF THE JOB

Responsible for delivering and handling effective and safe logistics for people, business documentation, postal mail, materials, and goods as per business requirements.

KEY OUTPUTS

Perform Deliveries/Collections, and drive staff

- Transport Executives, staff, and SA Tourism guests for work-related purposes including meetings and events, to/from Gautrain station, airport and/or hotel accommodation
- Collected parcels handed to the correct recipient at SA Tourism.
- Mail collected daily.

Messenger Duties

- Effectively and safely collect, deliver, and transport mail, documents, materials, and goods as required within the area of accountability.
- Maintain messenger records of daily visits in the log book and file all signed-off delivery/collection, or Driver request forms.

Administration

- Handle routine and ad-hoc administrative tasks relevant to the execution of the function.
- Maintain the filing system for request forms 100% correctly. All documents are to be available upon request.
- Assist in office duties like filing, copying, and printing of documents.

Handyman Duties

- Movement of furniture as required - upon request.
- Contribute towards Health and Safety around the building.

Mail Distribution

- Sort mail daily without delay.
- Distribute mail into allocated pigeon holes per Business Unit.



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QUALIFICATIONS AND EXPERIENCE

- Grade 12 or equivalent.
- Valid Code B Drivers License and Advanced Driver skill Certificate (advantageous)
- Minimum 2 years' experience as Driver (essential)
- Ability to do routine clerical work such as filing, sorting, and record keeping.

Visit us @ www.southafrica.net

Please send your detailed CV to : finance@southafrica.net

Closing date : **05 July 2024**

No late applications will be accepted.

Should you have not heard from us within two weeks after the closing date, kindly consider your application unsuccessful.