

Driver at European Investment Bank (EIB)

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Company: JobWebKenya

Location: Kenya

Category: transportation-and-material-moving

Job Description

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Purpose

The Driver will ensure the driving and the maintenance of the office car and will provide basic administrative support to the Head of Office and other professionals in the office.

S/he will report to the Head of Office.

Accountabilities

Transport the Head of Office to the different meetings and appointments

Upon request of the Head of Office, transport EIB employees and delegations (local and from the Head Office) to and from the airport and to meetings and appointments

Maintain the vehicles – the driver should inform the Head of Office of any faults discerned in the vehicle, make minor repairs if possible

Take the vehicles to the garage for servicing and repair

Take the vehicles to the car wash so as to maintain them in a spotless condition

Ensure that the vehicles are full of fuel, charged and ready to drive

Ensure that the log book of the vehicles is correctly filled in at all times

Provide support to EIB events (Europe Day, VP visits, receptions etc.)

Upon request, provide basic office support, including purchase of office materials, delivery of letters and documents, and whatever other need regarding the messenger services at the necessary time prior to notice 24 hours before.

Qualifications

Secondary level education

Valid driving permit Category B and clean driving record

At least 5 years of relevant professional experience. Previous experience as a driver preferably for a Governmental or International Organization would be an advantage

Excellent driving skills, defensive driving

Knowledge of local area – roads and custom

Car maintenance basic skills (e.g. changing oil, changing flat tyre, changing the spark plugs, changing car battery, removing scratches from paints, replacing wipers, headlights, taillights, air filters and brake pads)

Professional first aid training and basic training on physical security of passengers would be an advantage

Knowledge and experience in the use of informatics and communication tools (smartphone, messaging)

Good command of English

Dynamism and proactivity. Discretion. Excellent personal presentation

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- 2. Driver at European Investment Bank (EIB) [Greecejobs Jobs Kenya Greecejobs](#)**

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