



Security Expert Guard Agency of Liberia (SEGAL) Job Vacancy

Job Title : **DRIVERS**
Location : Monrovia, 10th St., Sinkor
Report to : Fleet and asset Coordinator
Salary : Negotiable
Vacancy # : 2 Positions
Opening Date : January 19, 2023 @9:00Am

Company Profile

SEGAL is Liberian own private Security company with an objective of providing a secure environment for many clients. SEGAL collaborates with the Government in fighting crimes across the 15 counties in Liberia. Our partnership with clients have proceeded with job opportunities for Liberians with Economics benefit for the parties involved. Since our establishment 2006, Liberians and foreigners within Liberia are largely enjoying the confidence and the potential of SEGAL.

Background

SEGAL is looking for reliable drivers to assist with the transport related duties. Given the important background of this job, SEGAL Pursues to hire the expertise of a prepared, thoroughly, and detailed- oriented and professional Drivers to join the fleet unit of SEGAL. The incumbent role is paramount in adhering to the develop Fleet policy of SEGAL.

Objective

The Main objective of the DRIVERS will be : dropping and picking up of staff, collecting various packages, and maintaining a traveled log to record work hours, travel-time and locations traveled to. Routine checks on the company vehicles must be a priority to the job holders.

Main Duties & Responsibilities

Scope of Work:

- Safely transport SEGAL staff as well as various materials to and from specified locations in the timely manner.
- Assist with the loading and offloading of the staff luggage, materials and products.
- Promptly informing SEGAL of any mechanical problems of the vehicles during work hours.
- Adjusting travel routes to avoid traffic congestion or road construction during travels.
Keeping the SEGAL's vehicles clean and properly maintained by performing regular washing, clean and vehicle maintenance.
- Providing accurate time records of SEGAL vehicles' coming and going.
- Ensure that SEGAL vehicles are always parked in areas that permit parking in order to avoid towing.
- Reporting any accidents, injuries, and vehicles damage to management of SEGAL on the timely basis.
- Report regular vehicles service schedule appointments and any issues regarding Maintenance.
- Answer SEGAL Staffs questions about the area and local places of traveling interest, particularly, the distances to be covered.
- Map out driving routes ahead of time to determine the most expedient trip.
- Listen to traffic and weather reports to stay up-date of the road conditions
- Experience in keeping the driving policy in term of communications with staffers and clients when performing duty.

Expectations of Job Holder

- Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to the post.
- Demonstrate professionalism towards sensitive and confidential information during the job execution and thereafter.
- Be committed to professional self-development through participation in training and continuous professional driving development.
- Undertake such other duties as commensuration with the grade of the post, as may be reasonably required at the initial place of work.

Education Background

Essential:

- Valid drivers' license.
- Clean driver record with no traffic violations.
- Sound knowledge of local road safety regulations.
- Working knowledge of local roads and routes
- Experience of tracking riders (SEGAL Staff) information and meeting up with travels deadlines
- The ability to utilize map, GPS system and Vehicle manuals.
- Effective Communication Skills.
- Punctual and reliable in the conduct of the job tasks.
- Excellent verbal and written communications skills
- Accurate and precise attention to details
- Ability to work well with management and staff at all levels
- Obtain High School Diploma or its' equivalent

<p>Communication</p>	<ul style="list-style-type: none"> ➤ The role has a heavy emphasis on save driving and properly managing products, staff luggage, Staffs and materials. Prove communication ability to staff and clients while performing responsibilities.
<p>Liaison</p>	<ul style="list-style-type: none"> ➤ There will be considerable liaison with the General Manager & CEO, and the Senior Staffers of SEGAL, and other departmental staff including operations acres of SEGAL suppliers, contractors and service providers.
<p>Mental Demands</p>	<ul style="list-style-type: none"> ➤ Judgment and Decision Making regarding SEGALS' vehicles. ➤ Keep focus on the responsibilities and ensure safety of staffers, materials and products are well saved and delivered to the destinations.
<p>DEADLINE AND HOW TO APPLY</p>	<p>DEADLINE :30th ,January 2023 @ 5:00 P.M. Applicants within Monrovia and its environs can apply in the following manner: Application should be submitted in hard copy addressed to the Human Resource Officer, Security Expert Guard Agency of Liberia (SEGAL), Beachside of Gardiner Avenue, 10th Street Sinkor, Monrovia – Liberia. Please indicate on the back of the envelope: "DRIVER". OR</p> <p>Applicants can use the following email address to send in their applications: segalhr515@gmail.com The applications should include the position title: "DRIVER" in the subject line. SEGAL is an equal opportunity employer; therefore FEMALE CANDIDATES ARE strongly ENCOURAGED TO APPLY.</p> <p>Applicants should submit salaries histories (Past/Current) within their CVs and attached thereto credential copies. ONLY SHORTLISTED APPLICANTS will be contacted.</p>