

## Vacancy Announcement

<b>INCUMBENT:</b> None	<b>DESIGNATION:</b> Transport
<b>POSITION/JOB TITLE:</b> Light Duty Driver	<b>LOCATION:</b> Liberia
<b>FUNCTIONAL AREA:</b> Transport	<b>SEGMENT:</b> Mining
<b>DISCIPLINE:</b> Driving	
<b>REPORTING TO:</b> Transport Supervisor	<b>BUSINESS UNIT:</b> AM Liberia
<b>Date Author:</b> April 1, 2021	<b>NO of persons Managed:</b> 2

### PRIMARY FUNCTION OF JOB *(Mission)*

*Provide transportation services to enhance efficiency and effectiveness and in accordance with AML traffic rules.*

### MAJOR DUTIES OF JOB HOLDER *Main Responsibilities. (Mention the differentiating factors, end products and accountabilities where no signoff is needed)*

#### **Main Responsibilities:**

- *Operate vehicle in a safe and proper manner and obey local traffic laws.*
- *Ensure that transport service is provided after submission of a transport request form and record the details of the journey appropriately.*
- *Record in the log book any mechanical defects, fuel consumption, maintenance schedule and trips made.*
- *Perform a pre/post-trip inspection report and maintenance repair log*
- *Ensure all activities are carried out in a safe manner and in accordance with AML's policies and procedures.*
- *Support all department staff by undertaking administrative tasks as directed to ensure safe storage and accessibility of information.*
- *Ensure proper vehicle maintenance in compliance with safe driving standards.*
- *Maintenance of vehicle log and fuel consumption documentation.*
- *Preparation of daily Vehicle Usage report, including trip use, mileage, and fuel consumption.*
- *Ensure items listed on the Vehicle Check List i.e. Vehicle Tools and Materials Inventory are present and in full functioning order.*
- *Always maintain vehicle cleanliness on the outside and inside.*
- *Ensure all vehicle documents and any applicable permits are valid and copies are placed in the vehicle* □ *Perform other duties that may be assigned by the Transport Supervisor.*

## Education Requirements for this position (Formal qualifications)

### Essentials

- *High School education*
- *Must have a valid Liberian driver's license*

## Key experiences needed prior to taking this position

### Essential

- *Minimum of 3 years driving experience in an industry with a focus on customer service*



## Specific skills required for this position

### Essential

- Knowledge of workplace safety requirements and procedures
- Must possess some mechanical ability
- Be physically fit and be able to pass a pre-employment medical examination.

### To apply:

Please submit your letter of application along with your Curriculum Vitae to [Liberia.jobs@arcelormittal.com](mailto:Liberia.jobs@arcelormittal.com).

***Deadline for receipt of applications: April 21, 2021 at 5:00 p.m.***

### Please note the following:

- Only short-listed candidates will be contacted
- FEMALE APPLICANTS ARE HIGHLY ENCOURAGED TO APPLY