

Job and Position specifications: Messenger/Driver

Position title:	MESSENGER/DRIVER
Mission:	Permanent Mission of Trinidad and Tobago to the United Nations, New York
Function of position:	To drive the office vehicle safely and efficiently in conducting official business of the Mission, while performing the following duties

Duties and Responsibilities:

- You must be able to understand the specific vehicle operating manual and to operate every device in the car.
- You must be able to read and understand roadmaps, including Mapquest. Knowledge of navigational devices would be an asset.
- You must obey all traffic laws and regulations and speed limits.
- You must greet passengers and assist them in entering and leaving the vehicle. You may have to assist them with their baggage handling and with umbrella during inclement weather. You will also be required to observe all necessary protocol in relating to any dignitaries and their families or guests you will be transporting.
- You must maintain the official vehicle in a clean, polished and flawless operating condition. You are also required to report any problems related to the functioning and maintenance of the vehicle to the Head of Chancery.
- You will be required to drive outside of regular hours in daylight, at night and on weekends.
- You must be able to operate heavy duty printers and other office equipment.
- You must manage and conduct initial trouble shooting of minor office equipment, as well as liaise with technicians to ensure that equipment work efficiently.
- You must be familiar with using search engines on the Internet.
- You will be required to photocopy and collate documents, as necessary.
- You will be required to deliver to, and collect mail from all organizations/companies with which the Mission conducts business.
- You may be required to perform additional duties as assigned by the Permanent Representative, Deputy Permanent Representative or Head of Chancery.

Requirements:

- You must be in the possession of a valid New York License, Class D and have a clean driving record.
- You must be legally authorized to work in the United States of America.
- You must be able to be alert, with physical capacity to sit and stand for long periods and lift luggage and or heavy cases.
- You must have close and distance vision in eyes, normal night, color and peripheral vision, as well as depth perception.

- You must be able to speak clearly in English and to hear and understand normal conversation, as well as unusual vehicle sounds, horns, sirens and other ordinary traffic sounds and warnings.
- You must be able to read and understand rules, operating and maintenance manuals and travel instructions in English.
- You are required to be in the office at all times unless on assignments approved by the Head of Chancery away from the office.

Knowledge, skills and qualities:

- You must have a courteous and accommodating attitude.
- You must be discreet in all matters related to the assignment, including confidential information seen or heard.
- You must have extensive knowledge of the New York metropolitan streets of Westchester County, the main highways, rail road stations, New York and New Jersey airports and other areas that dignitaries and other officials of the Mission may use.
- You must have good driving skills.
- You are never to drink alcohol within eight hours of a driving assignment.
- You are required to be a non-smoker.
- You must possess the ability to multi-task, work independently and consistently with the capacity to handle various tasks with accuracy whilst maintaining a friendly and courteous image to all internal and external constituents of the Mission where you will be required to meet timelines.
- Ability to adapt readily and work effectively under a variety of different conditions, including with different people, situations and groups. Must also be able to unlearn old ways of doing things, re-tool and re-invent yourself as the situation prescribes.