



ADDRESS & CONTACT DETAILS

NATIONAL OFFICE

Address:
Building 20, Thornhill Office Park
94 Bekker Street
Vorna Valley
Midrand
Tel: +27 (0)10 001 8500

The Legal Practice Council (LPC) is currently embarking on a process to fill a vacant Driver/Messenger for the National Office(Midrand).

Vacancy : Driver/Messenger
Providence : Gauteng: National Office (Midrand)
Reporting to : Manager: Human Resources
Status : External Advert

Job Purpose:

To provide professional effective and efficient driving, messenger support to the Legal Practice Council National Office.

Key Responsibilities

- Provide driving/messenger services
- Perform daily trip and post trip vehicle inspection to ensure that the vehicle is always in a good condition.
- Keep records of collected and delivered documents;
- Mail collection from the post office;
- Assist with courier services;
- Collect, distribute and control movement of documents.

Generic Functions

- Maintain accurate and up to date schedule trip sheets; i.e. log official trips, daily mileage, fuel consumption
- Liaise with Finance to ensure vehicle maintenance are carried out.
- Perform routine maintenance on pool vehicles, such as monitoring fluid levels and replenishing fuel;
- Report incidents and accidents timeously and compile vehicle condition reports and other records required by Management.
- Transport Council members and employees as and when necessary.

Minimum Appointment Requirements

- Matric/Grade 12 Certificate;
- Valid driver's license with Professional Driving Permit
- 2 years' working experience in a similar role.

Skills & Competencies

- Good Communication skills;
- Willingness to work outside normal working hours, including weekends.
- Good interpersonal skills
- Computer literacy.

NB: Application should be directed to the Acting Human Resources Manager: National Office (Ms Sithembile Mthembu) on sithembilem@lpc.org.za and contact 033 345 1304/ 010 0018500.

Kindly indicate the Position you are applying for on the subject line. Please note that correspondence will only be limited to shortlisted candidates, if you do not receive any response within 30 days from the closing date of the advert, consider your application not successful.

Closing date for applications: 13 September 2019

Disclaimer: The LPC reserves the right not to make an appointment.