



African Trade Insurance Agency
Agence pour l'Assurance du Commerce en Afrique

Job Description – Bilingual Driver West Africa Regional Office

Under the supervision of the Regional Underwriter, the functions and duties of the Driver shall be as follows:

Duties

- To drive ATI motor vehicles assigned to you on official missions/engagements in accordance with ATI policies and rules governing the use of company motor vehicles and the applicable traffic laws, rules, regulations and codes.
- To promptly and fully report to the supervisor the particulars of any accident or reportable incident(s) involving ATI motor vehicles assigned to you or under your control from time to time.
- To keep up to date service records of motor vehicles assigned to you and ensure the vehicles are given regular/day-to-day maintenance checks: check oil, water, battery, brakes, tyres, etc.
- Ensure the vehicles are kept clean, tidy and in good working condition at all times
- Maintain high standard of service to both internal and external guests
- Ensure vehicles are kept secure at all times
- Prepare and submit vehicles monitoring reports, including records of vehicle operations, maintenance, expenses and mileage
- Log official trips, daily mileage, gas consumption, oil changes, etc
- Provide logistical support back up from time to time including processing of VAT exemption applications, registration and de-registration of motor vehicles with Ministry of Foreign Affairs and Benin Revenue Authority for the Organisation and Staff, assist international staff with application for re-entry passes and diplomatic identity cards
- To perform other duties as may be assigned from time to time

Qualifications and other attributes

- Secondary /High School qualification
- Minimum of 3 years' experience in a similar role including logistical support
- Excellent communications skills
- Fluent written & spoken French & English
- Competent in Word/Excel/Outlook
- Hold a valid driving license
- High integrity