



JOB TITLE : Courier (Driver)
DEPARTMENT : Supporting Services
REPORTS TO : Receptionist
Directly supervise : None

JOB SUMMARY:

Delivers ready results, picks up samples from referring clients and transport laboratory personnel and visitors.

DUTIES AND RESPONSIBILITIES:

1. Responds to reception calls to collect samples from referring clients in a timely manner.
2. Delivers ready results to referring clients when collecting new samples or on regularly basis.
3. Receives shipments sent by Air mail and other courier.
4. Transports laboratory staff according to time scheduled, and picks laboratory visitors and /or new laboratory staff from Air Port and the governmental institutes.
5. Conducts regular checks of vehicles for cleanliness or maintenance, and Maintain assigned vehicle clean inside and outside.
6. Performing simple vehicle maintenance.
7. Observing speed limits and obeying road signs.
8. Performs related tasks as and when required.

QUALIFICATIONS

EDUCATION:

Work requires the ability to understand and follow oral and written instructions generally acquired through a partial high school education.

CERTIFICATION: N/A.

- Valid Driving license from country where the position is located.



PROFESSIONAL WORK EXPERIENCE: Minimum of Two years in similar position.

KNOWLEDGE:

1. Knowledge of automobile repair and maintenance.
2. Knowledge of customer service concepts.
3. Knowledge of road signs and speed limits.

Skills:

1. Good in spoken and written both English and Arabic.
2. Communication Skills.

Abilities:

1. Ability to communicate clearly in person and on the phone and establish/ maintain cooperative relationships with customers and staff.
2. Ability to organize and prioritize tasks effectively.
3. Ability to read, understand and follow oral written instructions.
4. Ability to work under pressure.