



**JOB DESCRIPTION**

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<b>Position Title</b>	:	<b>Driver</b>
<b>Department</b>	:	<b>Administration</b>
<b>Report to</b>	:	<b>Senior Admin Officer</b>
<b>Reportee (if any)</b>	:	<b>N/A</b>
<b>Location</b>	:	<b>University of Puthisastra, Phnom Penh</b>

**I. Position Summary:**

- 60% provide transportation service by driving UP van and small car in order to support daily operation
- 15% support in messenger work in delivering and picking up official letters to and from ministries and companies.
- 15% support in event and room arrangement and management and logistic support.
- 05% support in admin key operation: stamp, paperwork, stock and overall work.
- 05% support in unexpected or new short-term project work.

**II. Duties and Responsibilities:**

The overall job description below outlines the main areas of responsibilities of the Employee:

- Provide transportation service by driving UP van or UP motor bike in Phnom Penh and provinces.
- Be a messenger to pick up/return documents from/to ministries and other institution Request, control, record, and report the consumption of fuel for the van and motor.
- Support in dry stamp when needed by admin team
- Support in arranging logistic for events and meetings
- Perform other administrative tasks upon assignment Performs other duties as requested by his/her line manager

**III. Minimum Qualifications and Requirements:**

**1. Experience:**

- At least 2-3 year working experience in driving or transportation service, or administration work

**2. Education:**

- At least finish secondary school or a finished grade 9 or high school.

**3. Skills/Competencies:**

- Some command of both Khmer and English literacy (written and spoken)
- Strong interpersonal, problem solving, and communication skills
- Sociable and be ready to learn something new

**4. Personal Quality**

- Committed, acquired principle but flexible with work
- Sociable and be ready to learn something new