

POSITION: CHAUFFEUR/CLERK (OBO)

BASIC FUNCTION OF POSITION

The position serves as Driver/Clerk for OBO Construction Project Office; transporting passengers, pouches, cargo; picking up office supplies; performing general office file maintenance; and various tasks to support the OBO operations.

MAJOR DUTIES AND RESPONSIBILITIES

- Following OBO Management's and Administrative Assistant's instructions, the incumbent operates Government-owned passenger motor vehicle to transport agency personnel, official and VIP visitors, and performs safety checks and minor preventive maintenance to include cleaning. Upon discovery of any vehicle maintenance or repair item necessary, incumbent will decide if the deficiency impacts the safe operation of the vehicle; and if it does, immediately repair or take the vehicle out of service and notify the supervisor. In coordination with the GSO/Motor Pool, incumbent is to schedule periodic/minor maintenance, and promptly notifies the OBO management of times/duration if the vehicle will not be available for daily requirements. Prepares a weekly vehicle schedule and maintains logs for vehicle usage, maintenance tracking, warranty program, and fuel consumption. Ensures that all passengers in the official vehicle shall have the seat belt properly fastened at all times when the vehicle is in motion. 60%
- Expedites and accommodates all OBO TDY officials and visitors on their arrival and departure at the airport. Performs messenger and delivery work including the pickup and delivery of shipping documents, invitations to the Government of Burma or other construction related entities, and carries out various other important errands for the official to whom assigned. 15%
- Provides clerical support under the supervision of the OBO Administrative Assistant and OBO management, to include but not limited to receiving, copying, distributing and filing documentation, answering and forwarding telephone calls, filling paper in printer and copying machines, scanning and shredding paper, buying and maintaining office and construction supplies. Provides office coverage for Administrative Assistant when the OBO office is operating on Saturdays. 25 %