



United States-China Friendship Volunteers 美中友好志愿者

Position Available: Driver

The United States-China Friendship Volunteers in cooperation with Sichuan University seeks a Driver to serve full-time based in Chengdu, China. The Driver will provide transportation, logistical, maintenance and procurement support to the administrative program that supports the United States-China Friendship Volunteers serving in China. Total annual compensation is approximately RMB 80,000.

Duties

- Operates vehicles in a safe manner at all times, and transports volunteers, staff, and materials in Chengdu
- Drives staff to volunteers work sites in Sichuan and Chongqing
- Familiarity with vehicle maintenance standards of the United States-China Friendship Volunteers organization
- Ensures vehicle fleet is in compliance with local requirements, including mandatory insurance, licensing, registration, and certification of fitness
- Maintain vehicle cleanliness and refueling status
- On a rotating basis serves as Duty Driver

Qualifications and Requirements

- High School or Vocational School Diploma required. University education desired
- Good driving record, valid driver's license required and Class B preferred
- Two years experience in a professional setting preferred
- Basic ability to communicate in English, both spoken and written with a desire to continue learning English
- Strong organizational skills, auto maintenance knowledge, basic computer skills, and ability to make sound decisions on road conditions to insure the safety of passengers
- Working knowledge of Microsoft Word and Outlook
- Ability to work effectively as part of an intercultural team
- Hardworking, reliable, and good interpersonal skills

Qualified individuals must submit a cover letter and resume (curriculum vitae) in English, which describe their qualifications and reasons for applying for the position. The information must include, at a minimum, all relevant educational and work experience as well as salary history and names of three professional references. All materials requested above must be sent to the following email address: jobs@cn.peacecorps.gov

Deadline for receiving applications: Friday, November 28, 2014