



## CHAUFFEUR

The Embassy of the United States of America, Wellington invites suitably qualified applicants to apply for this full time Chauffeur position.

We are looking for someone with the flexibility to work a variable schedule, including some weekend and holiday work. An ability to provide a high level of customer satisfaction is vital, as is teamwork and a sense of humor.

This position is responsible for driving Embassy personnel from the Political/Economic and Public Affairs Offices in and around the Wellington region, and other locations within New Zealand. Other responsibilities will include providing backup chauffeur services in the absence of the Ambassador's Chauffeur, driving visiting officials, the maintenance of vehicles and courier deliveries.

To be considered, you must have a clean valid full NZ driver's license, a minimum of one (1) years chauffeur driving experience and be currently eligible to work in New Zealand. A basic knowledge of Microsoft Outlook and Excel spreadsheets, plus advanced map reading skills are essential.

The starting salary for this position is NZ\$38,081 gross per annum.

A copy of the full job description and person specification is available at [http://newzealand.usembassy.gov/job\\_opportunities.html](http://newzealand.usembassy.gov/job_opportunities.html)

*All employees of the US Government are required to complete full medical and security background checks.*

To apply, please complete and submit the Universal Employment Application (UEA) form available from the Embassy website [http://newzealand.usembassy.gov/job\\_opportunities.html](http://newzealand.usembassy.gov/job_opportunities.html) to:

HR Specialist  
Embassy of the U.S.A.  
P.O. Box 1190  
WELLINGTON  
Email: [Wellington.HR@state.gov](mailto:Wellington.HR@state.gov)

**Applications close at 5.00pm on Tuesday, 11 October 2011.**