



CHAUFFEUR

The Embassy of the United States of America in New Zealand invites applications for the full-time position of Chauffeur at the American Embassy in Wellington.

If you are a professional who enjoys providing a high level of customer satisfaction through working in a team environment, then this position is for you! The position also suits someone with the flexibility to work a variable schedule, including some weekend and holiday work.

The Embassy Chauffeur is responsible for driving Embassy personnel from the different sections in and around the Wellington region, and other locations within New Zealand. Primary responsibilities will also include driving visiting officials, delivering courier packages and maintaining Embassy vehicles. This position will also provide back-up chauffeur services in the absence of the Ambassador's chauffeur.

To be successful in the role you will have a minimum of one (1) years chauffeur driving experience, a clean valid full NZ driver's license, 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. You must possess excellent interpersonal skills, value customer service, be flexible and have the ability to maintain confidentiality.

The starting salary for this position is \$38,081 per annum, with some special benefits e.g. both U.S and New Zealand Holidays - a total of 20 days; 8.7% contribution by the employer to employee's retirement.

A copy of the full job description and the "Application for Employment" (DS-174 form) are available at http://newzealand.usembassy.gov/job_opportunities.html

You must have a current valid work permit at the time of application to be eligible to apply for this position. All employees of the U.S. Government are required to complete full medical and security background checks.

If you meet all the eligibility criteria for this role, please complete and submit your application form, covering letter and CV to by email to Wellington.HR@state.gov.

Applications close at 9am on Friday 21 September, 2012

Note: Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.