

List of Duties

Name – Mr.

Location –

Position – Driver cum Office Assistant

Company – Asset (Pvt) Ltd

Driver -

- Disciplined driving while transporting office Staff in a respective manner.
- Delivering and Collecting the Documents from outside offices/sites in a responsible manner.
- Work as a team with the office staff proving best possible cooperation.
- Maintain the records of the travelling data.
- Maintain the necessary aspects of the vehicle such as tyre pressure, engine oil levels etc.
- Keeping the vehicle clean all the time.

Office Assistant -

- Book binding / Photocopying
- Cleaning the outside/garden area of the Office
- Gardening the outside area of Male Dormitory
- Assisting to the Office manager in the maintenance areas such as Electrical, plumbing, Generator of the office.
- Supporting for all the other minor works assigned by the superiors
- Acting as the duty officer when the OM or Caretaker is in not in the premises.
- Staying/lodging at the office premises during the dates assigned by the OM.