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Driver Position

Background and general description

Smaritz Pro Car Rental Company wishes to recruit Drivers to support its car rental business in Monrovia, Liberia. The Drivers will report directly to the operations manager and will also be accountable to the Business Manager, Business Coordinator and the Fleet Coordinator. Smartz Pro Drivers are considered the heartbeat of the company and are equally compensated accordingly to ensure the satisfaction of customers and the overall growth of the company. Additional benefits including continuing education program is available to drivers after the first year of excellent service.

Job functions

1. Transport customers around Monrovia and to different parts of Liberia as may be needed by the terms of contracts
2. Ensure the safety of customers and provide support to customers as needed
3. Engage in competitive marketing for contracts and provide excellent customer service. *(An additional compensation will be rewarded to drivers based on customer satisfaction surveys)*
4. Be punctual and tidy at all times
5. Regular and efficient communication with operations manager during field work.
6. Wash vehicles as needed by operations manager and Keep vehicles clean at all times
7. Ensure the safety and security of the vehicle and all carryon attached to the vehicle
8. Complete daily Mileage Report Logs and submit to Operations manager weekly for filling.
9. Ensure that dress code is semi formal and that Smartz Pro issued driver uniforms are clean
10. Any related responsibility that may be deemed necessary by Smartz Pro LLC

Qualifications and required skills

1. An official Government issued Liberian Driver License
2. Some High School Education and 5 years experience driving in Liberia.
3. Knowledge of driving in Monrovia and in the interior of Liberia

4. Knowledge about the different counties and ability to speak Liberian traditional languages a plus.
5. Ability to read and interpret car odometer and record mileage in the Mileage Log
6. Flexibility and willingness to travel out of Monrovia

How to apply

To apply, please send us an email with your resume and cover letter as attachments to hr@smartzpro.com.

Shortlisted candidates will be invited for an interview.

Application deadline: April 30, 2014.

Smartz Pro Car Rental Company is a Liberian owned business with high competitive edge to strengthen Liberia's growing middle class and to promote confidence in the level of service delivery across the country. Smartz Pro has been structured to give young Liberians a chance to a better future through continuing education programs and professional development in marketing and customer satisfaction. We create opportunity for ordinary Liberian car owners to join our fleet and receive cash for every mile their car is driven. Our vision is to create a vibrant community with growing economic, social and educational development under equitable compensation and respect for human dignity. The future of Liberia's growth lies in the hands of the ambitious growing middle class. As an all Liberian owned business, Smartz pro is working with ordinary Liberians to broaden this opportunity.