



## VACANCY: OFFICE DRIVER

Applications are invited from suitably-qualified candidates to join our growing firm as the Office Driver who will be responsible for diplomatic chauffeur services, transporting staff, collection and delivery of confidential documents. The incumbent will often assist with basic office administration.

### **KEY RESPONSIBILITIES**

- **Safe Transportation:** Driving to various client locations, which may include corporate offices both urban and rural sites.
- **Document Handling:** Transporting official records, reports, and documents, ensuring confidentiality.
- **Office Support:** Running errands, including banking tasks, supply management, and restocking office items.
- **Vehicle Maintenance:** Performing basic maintenance checks on vehicles, such as checking oil, fuel, and tire pressure.

### **REQUIRED QUALIFICATIONS AND SKILLS**

- **Valid Driver's License:** A clean driving record is mandatory.
- **Experience:** Previous experience as a company driver, ideally in a professional corporate environment.
- **Knowledge of Local Roads:** Good knowledge of local traffic routes and the ability to navigate to different locations efficiently.
- **Professionalism:** Punctuality, discretion, and a neat appearance when dealing with clients.
- **Communication Skills:** Ability to communicate effectively with people at all levels.

### **OTHER SPECIAL REQUIREMENTS**

- Safety and defensive driving techniques to mitigate risks
- Diplomacy and tact
- Ability to work flexible hours, as audits may require early mornings or late evenings.
- Understanding of basic vehicle safety regulations.
- Honesty and trustworthiness, as they are often handling sensitive documents.

### **APPLICATION PROCEDURE**

- Applications must be sent to The Recruitment Consultant, KQ Consulting (Pty) Ltd | P.O. Box 710, Manzini
- Email to [recruitment@kq.co.sz](mailto:recruitment@kq.co.sz)
- Hand deliveries to Kobla Quashie and Associates, Mallya House, Lot 137, Esser Street, Manzini
- **Application Closes 27<sup>th</sup> February 2026**
- Late applications will not be considered
- Selection will be subject to competency assessments and verification.
- Correspondence will be limited to short-listed applicants only.