



CAREER OPPORTUNITY



Job Title:	Driver / Courier
Location:	Head Office
Employment type:	Contract

JOB SUMMARY

The incumbent will be responsible for the safe and efficient operation of the NESC-TI's motor vehicles including heavy-duty vehicles where applicable and the execution of logistical support functions including delivery and courier services, including the transportation of personnel, documents, equipment, and supplies, in a timely and efficient manner while ensuring compliance with road traffic regulations and organizational procedures.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Complete and submit all required documentation, including daily dispatch sheets, delivery records, and related reports.
2. Perform the delivery and collection of items and documentation, ensuring accurate recording of items transported, requesting personnel, recipients, and obtaining required signatures.
3. Ensure assigned vehicles are maintained in a clean, safe, and serviceable condition, and promptly report any damage, defects, or mechanical issues.
4. Load, unload, transport, and secure cargo safely and responsibly to prevent loss or damage to products, equipment, and merchandise.
5. Maintain proper use and accountability of assigned equipment, including vehicle keys, radios, and related tools.
6. Work overtime hours as required to meet operational and departmental needs.
7. Maintain a valid driver's license and an acceptable driving record in accordance with organizational requirements.
8. Be available to work on-call, including after-hours, weekends, and public holidays, when required.
9. Operate vehicles and equipment safely and in compliance with road traffic laws, organizational policies, and safety procedures.
10. Maintain professionalism, confidentiality, and the trust required when accessing company offices, residences, and other properties in the course of duty.
11. Perform duties independently with minimal supervision, including tasks requiring physical labour and the use of basic hand tools in varying weather conditions.
12. Maintain a professional appearance and dress appropriately to perform assigned duties safely and effectively.
13. Transport employees and other authorized individuals safely and professionally for official duties, including training sessions, employee orientations, conferences, conventions, airport transfers, and other organizational activities.
14. Transport products, equipment, and other materials related to departmental relocations, marketing activities, training operations, long-distance deliveries, and other logistical requirements.
15. Perform all duties in compliance with HR, HSSE & ISO standards as specified by the HR, HSSE & ISO departments.
16. Other related functions as directed by the HR Supervisors.

QUALIFICATION & EXPERIENCE

MINIMUM:

Minimum of three (3) O' Level passes, including English Language, together with a valid Heavy T Driver's Licence.

A minimum of two (2) to three (3) years' relevant experience in professional driving, courier services, or logistics support.

ATTRIBUTES

- Focused and self-motivated, with strong attention to detail
- Self-reliant, responsible, and dependable
- Good physical fitness and ability to perform manual handling tasks
- High level of personal integrity, reliability, and professionalism
- Strong verbal and written communication skills (in person, by telephone, and in writing)
- Strong customer service orientation

JOB REQUIREMENTS

- Awareness of the NESC-TI's business environment and operations
- Courteous, with strong interpersonal, teamwork, and communication skills
- Results-oriented and able to meet performance targets
- Ability to read, write, and communicate clearly in English
- Good time management skills, with the ability to adapt to changing priorities
- Ability to manage heavy workloads, extended hours, and meet strict deadlines
- Ability to frequently lift and carry loads of up to 100 lbs
- Ability to respond to emergency or urgent service requests as required

Applications should be labelled

“Driver/Courier”

And submitted no later than **2026 May 25th** to the following:

E-MAIL: hr@nesc.edu.tt

UNSUITABLE APPLICATIONS WILL NOT BE ACKNOWLEDGED