

VACANCY ANNOUNCEMENT

Consulate General of Bangladesh in Toronto invites application for the following position:

Position: Driver

Qualification & Experience:

- ❖ School/College Certificate
- ❖ Minimum 3 or more Years of Experience directly as a driver
- ❖ Driving Licence G Must - Commercial Licence (Preferred)
- ❖ Should be able to understand and communicate in English

Job Description:

- ❖ Driving Mission car, as always directed by the car dispatcher- Ensuring the safety of the passengers and the Consulate cars
- ❖ Observing all traffic regulations and keeping a clean driving history- Researching traffic conditions and deciding on the optimal route to your destination
- ❖ Confirming your car schedule with passengers and/or Consulate guest liaisons- Greeting and assisting official guests to the Embassy when their Consulate liaison is not present
- ❖ Handling incoming and outgoing deliveries to/from the Consulate- Lifting and/or moving heavy items and luggage as needed for Consulate events and duties
- ❖ Keeping the Consulate cars clean- Keeping records of all transportation activity- Completing daily record sheets of driver's activities
- ❖ Submitting gasoline usage reports to the car dispatcher on a regular basis- Providing maintenance to Consulate cars and reporting these activities to supervisors

Salary: Starting Salary Range is CAD \$2600/-

Application Process: Application along with Resume/CV should be submitted by email to mission.toronto@mofa.gov.bd



Bangladesh Consulate General in Toronto