

# Job Opportunity

FULL-TIME

Driver and Maintenance Worker

**GALEN**  
UNIVERSITY  
www.galen.edu.bz



## GALEN UNIVERSITY HAS THE BELOW VACANCY:

### DRIVER AND MAINTENANCE WORKER

As the driver, you will have access to the designated University vehicles to transport faculty, and staff, to and from, the University Campus to recruitment events. You will also ensure the efficient upkeep, servicing, and careful use of said vehicles. You shall drive safely and provide safety to all occupants and vehicles.

As Maintenance Worker, you will perform duties related to the general maintenance of the University's facilities and grounds, inclusive of the new construction of offices, classrooms, and the rehabilitation of the existing faculties.

### RESPONSIBILITIES:

Driver:

- Assist with packing of vehicle for recruitment and marketing activities.
- Handle equipment, furniture, and supplies with due care.
- Assist with carrying of heavy/ bulky items and equipment to venue.
- Assist with set up and break down of tent.
- Assist with set up for booths and displays (hanging banners and other materials, readying ground area where booths are located, setting up displays that require handyman skills).
- Coordinate with Marketing office the picking up of merchandise and supplies.
- Facilitate the purchasing of work related items needed by the team while marketing and recruiting.
- Coordinate with the Marketing Officer for pickup and drop off of marketing and recruitment team.

Maintenance Worker:

- Assists with mowing of the University grounds as needed.
- Assist with new construction of offices, and classrooms.
- Assist with building renovation and rehabilitation of existing facilities.
- Transport, disposes of, and/or relocates office equipment and furniture.
- Ensure that all University facilities and equipment are secured.
- Ensure proper usage of University's facilities and equipment.

### SKILLS AND EXPERIENCES:

- Great professional driving skills with a minimum of 5 years experience.
- Exceptional knowledge of traffic laws and regulations.
- Understanding of motor vehicle functionality.
- Familiarity with vehicle maintenance.
- Capable of working under high pressure.
- Time management skills.
- Physical Strength.
- Able to drive standard vehicles

### QUALIFICATIONS:

- A minimum of high school diploma.
- A valid driver license.
- Clean Police Report.
- Defensive Driving Certificate will be an asset.

### HOW TO APPLY:

To apply for the Driver and Maintenance Worker position, email the following to [humanresources@galen.edu.bz](mailto:humanresources@galen.edu.bz): Updated CV, Cover letter expressing interest and alignment with the role, three professional reference letters, copy of Social Security card, copy of driver license, recent police report, copy of highest degree diploma and relevant certificates.

**Location: Galen University, Central Farm Campus**

**Deadline:**  
**Friday, Jan. 31, at**  
**3:00 PM**