



Job Title	Expeditor - Procurement
Department	Procurement
Reports To	Procurement Specialist
Location	34 Main & Hope Streets, Georgetown
Objective	To assist the Procurement Department in expediting mails and other packages to and from the Bureau of Statistics.
Job Responsibilities	<ul style="list-style-type: none"> • Collect correspondences/parcels and deliver same to specified addresses • Plan route to optimize efficiency and timely deliveries • Verify addresses before delivery • Ensure the safe delivery of mails/packages • Obtain signed receipts for confirmation of each delivery • Provide status updates to the Procurement Department • Maintain accurate records of the deliveries • Ensure compliance with all relevant road and safety regulations. • Any other related duties as assigned
Job Specifications	<p>Qualification and Experience:</p> <ul style="list-style-type: none"> • Five (5) subjects including Mathematics and English Language at C.X.C. (General Grades I to III/Basic Grade I) PLUS a minimum of two (2) years of experience in a similar role. <p>Requirements:</p> <ul style="list-style-type: none"> • Valid Driver's/ Motorcycle License • Own motorcar/ motorcycle • Driving experience would be an asset. <p>*Selected applicant will be paid a salary and an allowance for the use of personal vehicle in the execution of official duties.</p> <p>Skills:</p> <ul style="list-style-type: none"> • Excellent written and verbal communication skills • Great interpersonal skills • Familiarity with the Georgetown and Greater Georgetown area • Excellent time management skills • Reliable and trustworthy • Must be computer literate