



Job Description

JOB TITLE	Messenger
LEVEL/BAND	MT2
DEPARTMENT	Support
DIRECT REPORT (JOB TITLE)	Senior Officer Logistics & Security

Overall Purpose of the Position

To carry out various operational duties related to the role, including driving duties and other general office duties as instructed.

Operational Responsibilities

- To carry out driving duties as required ensuring that Banks' vehicles are driven safely, lawfully and in a courteous manner;
- To collect, sort, deliver or distribute mail, parcels or equipment;
- To perform light office duties such as photocopying, printing, binding, mailing of statements and letters, including operating the mailing machines etc;
- To carry out office errands both internally and externally as logged in the messenger's log book and as instructed by the Receptionists or Support Unit;
- To monitor the Bank's premises as assigned by the Manager (Support)/ Senior Officer Logistics & Security;
- To open and close the Bank's premises, including the proper operations of the alarm system when and as instructed;
- To maintain a detailed daily log of duties performed indicating time and place of delivery, where applicable;
- To ensure that the Bank's vehicles are kept clean and in good working conditions to meet the Bank's requirements at all times,
- To assist and direct the general public in reception areas and in any other area or/and office in the absence of the Bank's Security Guard or receptionist;
- To perform duties in handling of boxes including at the Bank's Archive facility;

- To perform standard office procedures including processing mail, answering phone calls, ordering supplies and filing;
- To treat all duties and errands assigned to him/her in a confidential and professional manner.

General Responsibilities

- To ensure full compliance with the Bank's policies, guidelines and underlying procedures at all times.
- To prepare, compile and submit any reports and/or participate in any projects, initiatives and other activities as may be directed by the Line Manager / Senior Officer, from time to time.
- To ensure a high quality and standard of work and service at all times.
- To attend any training as required by the Bank from time-to-time.
- To attend any meetings when requested.
- Performs any other duties that may be assigned and / or delegated from time-to-time by the Line Manager / the Senior Officer.
- To work collaboratively with other APS Bank's departments and functions as may be required from time to time.

Qualifications, Skills & Competencies

	SKILL	EXPERIENCE	QUALIFICATION
MANDATORY	<p>Self-motivated, able to prioritize assignments and can work independently.</p> <p>Effective verbal and written communication skills with solid organization skills.</p> <p>Be reliable, organised, meticulous and prepared to work under pressure;</p> <p>Be a team player while still being able to work independently when needed;</p> <p>Be computer literate and conversant in MS Office applications.</p>	<p>Have previous experience in logistics and messenger duties.</p>	<p>Leaving School Certificate</p>
DESIRABLE			<p>Having an ECDL Certificate.</p>