

Driver/Messenger Position

- Drive the Consul General and VIPs as authorized
- Assure the vehicles are maintained and kept clean
- Oversee and advise of needed repairs to official vehicles
- Deliver official documents and diplomatic services as required
- Assist accountant with making cash deposits
- Deliver Consular Invitations, mail and payments to vendors
- Record and submit vehicle mileage reports
- Transport Consul General family and guest as requested
- Assist with Protocol functions as instructed
- Perform assigned errands
- Undertake any other specific activities assigned to you

Please submit all resumes to g.demeritte@bahconga.com. NO phone calls please.