



## **JOB DESCRIPTION — COMPANY DRIVER**

### ***Amarac, Nigeria***

Amarac is a global leader in information technology. We leverage technology to help businesses grow, communities thrive, and people prosper. Our culture is built on tenets that derive from the golden rule. A culture driven by people with different backgrounds and cultures, serving our clients with customized solutions that will solve their business problems, create stability, and drive growth.

**Amarac Technology Solutions Limited**, a subsidiary of **Amarac Technologies Incorporated**, with headquarters in the United States, consistently stands out in a competitive marketplace as an employer of knowledgeable, highly skilled, and competitive talent. We are a company that provides tailored IT solutions that enhance businesses and empower their employees. At the core, our job is to help remove obstacles that inhibit efficiency and productivity. As you consider the value of working for Amarac, we encourage you to remember our dynamism, winning attitude, and strong performance will maximize your potential.

#### Position Summary/Essential Duties and Responsibilities:

The Company Driver will be responsible for driving executives, managers, and staff on official duties to venues of their business appointments, as well as picking up and delivering packages. Duties include:

- Taking company staff to places of business appointments
- Delivering and picking up packages
- Keeping vehicles clean
- Taking vehicles for maintenance service appointments

#### Qualifications:

- High school diploma
- Valid driver's license
- 5+ years of experience
- Clean driving record (no accidents in 5 years)
- Access to smart phone
- Ability to use GPS
- Clean
- Knowledge of the roadways in the Federal Capital Territory (FCT)
- Dresses properly

#### Interpersonal Skills:

- Must be punctual

- Polite
- Patient
- Excellent oral communication skills

Employment Type: Full-time

Benefits (minimum waiting period apply):

- National Health Insurance Program
- Employee Assistance Program
- Two Weeks Paid Time Off

Schedule:

- 8-hour shift (9 – 5 PM)

Work Location:

- Abuja, Nigeria

Eligibility Requirements:

- Interested candidates must be 18 years of age or older.
- Must be willing to submit to a background investigation; any offer of employment is conditioned upon the successful completion of a background investigation.
- Must have unrestricted work authorization to work in Nigeria. For employment opportunities in Nigeria, Amarc hires Nigerian citizens, permanent residents, asylees, refugees, and temporary residents. Temporary residence does not include those with non-immigrant work authorization, such as students in practical training status. Exceptions to these requirements will be determined based on shortage of qualified candidates with a particular skill. Amarc will require proof of work authorization.
- Must be willing to execute Amarc's Employee Agreement or Confidentiality and Non-Disclosure Agreement which requires, among other things, post-employment obligations relating to non-solicitation, confidentiality, and non-disclosure

Amarac offers competitive salaries and some benefits, employee assistance program, career development, and training programs. *Amarac believes that all persons are entitled to equal employment opportunity and does not discriminate against nor favor any applicant because of race, sex, color, disability, national origin, religion, creed, age, marital status, citizenship, veteran status, gender, or any other protected class. Equal employment opportunity will be extended in all aspects of the employer-employee relationship, including, but not limited to, recruitment, hiring, training, promotion, transfer, demotion, compensation, benefits, layoff, and termination. In addition, Amarc will make reasonable accommodations to known physical or mental limitations of an otherwise qualified applicant with a disability, unless the accommodation would impose an undue hardship on the operation of our business.*

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