

Major Duties and Responsibilities

Drives sedans, sport utility vehicles (SUVs), passenger vans and panel vans. Responsible for cleaning and washing of vehicles, inside and out and for conducting preventive. Records all trips made on trip tickets. Delivers correspondence, invitations and assorted documents to different offices of Paraguayan Government as well as to individuals, diplomatic institutions, organizations, etc. As professional driver assists in meeting newcomers at the airport and assists with immigration, customs and police related activities. May be assigned to drive the head of Associate Agency or VIP visitors for a period of time. Performs other duties related to his job as required by the Supervisor.