



JOB OPENING

MESSENGER/DRIVER

GOETHE-INSTITUT MANILA

START DATE: MARCH 2025

The Goethe-Institut is the Federal Republic of Germany's cultural institute with a worldwide network. It promotes the learning of the German language abroad and encourages international cultural exchange. It also fosters knowledge about Germany by providing information on its culture, society and politics.

Goethe-Institut Manila is looking for a Messenger/Driver starting March 2025.

TASKS:

- Pick-up, submit and delivery of documentary requirements, packages, or materials to various agencies as needed and ensuring that these are accomplished within the given time frame.
- Maintain accurate records related to the receipt and delivery of packages, documents, messages, and other items, including tracking time of and parties to the delivery.
- Perform liaison activities with banks and different government agencies.
- Perform duties to supplement the office operational needs
- Practice punctuality and strictly maintain timing schedules.
- Maintain company trust and confidence by keeping information highly confidential.
- Report any urgent administrative issues to the HR Assistant as appropriate.
- Must transport passengers in a timely and safe manner.
- Maintain professional image at all times but not limited to appearance, hygiene, and manner of speaking.
- Perform other related duties as assigned.

www.goethe.de

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REQUIREMENTS:

- Must possess at least High School Graduate/ Vocational Graduate
- At least 2 years professional experience in the same or similar fields
- Advanced verbal and communication skills
- Able to converse in English and Tagalog
- Must be trustworthy and responsible.
- Willing to work overtime.
- With a valid Non-Pro or Professional driver's license
- Can drive Manual and/or Automatic transmission light vehicles
- Good moral character
- Physically fit, self-reliant, responsible with a very good work ethic
- Excellent organizational and time-management skills
- Team-player with good communication skills

Deadline for application: 15. January 2025

Kindly submit your application to admin-manila@goethe.de .

For further information about the activities of Goethe-Institut Manila, please visit www.goethe.de/manila.

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