



## Vehicle service attendant

**Hours:** Monday – Sunday (five out of six days) 09.00 -17.30 (on call duties which exceed the prescribed hours)

**Reports to:**

**Location:** Wheelz HQ, remote and occasional working from home

**Salary range:**

**Role purpose:** Integral to setting and maintaining Wheelz GH high quality fleet of vehicles. Role holder will ensure that each vehicle is in presentable and safe condition for customers.

### Why Wheelz GH

At Wheelz GH our employees (better known as 'our partners') are our first customer! So our priority is to make sure you have the right equipment, training and working conditions to exceed in your role. We offer a range of partner benefits such as performance related bonuses, paid leave, training, discounted Wheelz rentals, uniform and much more.

### Main duties and responsibilities

Vehicle Service Assistants Must be able to meet the physical requirements of the job (heavy lifting, vacuuming cars, bending down, moving quickly, and working outside) with or without reasonable accommodation. They will need to fulfil the following important duties to excel at their job:

- You'll be responsible for vehicle preparation to ensure vehicle is ready for customer pick-up.
- Drive and park vehicles as needed.

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- Check for vehicle damage and ensure features of the vehicles are operational.
- Check vehicle status. (rentable/non-rentable)
- Ensure interior of vehicle is clean. (windows, door jams, trunk, vacuum, etc)
- Fill gasoline tank and check fill levels of all fluids
- Clean the exterior of vehicle. (debug and wash)
- Meet processing and standardization quotas.
- Perform related tasks as directed by managers.
- Able to work outdoors in all types of weather conditions.

### Skills, qualifications and experience

- Must hold a valid Ghanaian driving license (motor and motorcycle) with no penalties or driving convictions.
- Must be able to meet the physical requirements of the job (heavy lifting, vacuuming cars, bending down, moving quickly, and working outside) with or without reasonable accommodation.

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