

**Job Title:** Driver/Office Assistant  
**Company:** LIAT (2020) Limited  
**Location:** Antigua and Barbuda

**About LIAT2020:** LIAT (2020) Limited is an innovative and dynamic start-up airline aiming to disrupt the aviation industry by providing affordable and efficient travel solutions. We are committed to delivering a seamless and exceptional flying experience to our customers while maintaining a sustainable and profitable business model. As we embark on this exciting journey, we are looking for a trustworthy, reliable and safety focused Driver/Office Assistant.

**Our Company Culture:** Recognising that our employees have choices, we place a strong emphasis on creating and maintaining a positive working culture. Our company thrives on a friendly and informal work environment where everyone, regardless of their position, is treated with respect and consideration. As the Driver/Office Assistant you will play a crucial role in fostering this positive and supportive environment.

**Position Overview:** LIAT (2020) Limited is seeking a reliable Driver/Office Assistant to join our team. The Driver/Office Assistant will receive and pick up packages, documents, messages, and other items, and deliver them to designated recipients or locations; transport persons to/from specific locations; provide administrative support.

**Key Responsibilities:**

- Prepare, inspect and safely operate the company's vehicles.
- Receive messages or materials to be delivered, and information on recipients, such as names, addresses, telephone numbers, and delivery instructions, communicated via telephone, two-way radio, or in person.
- Safely load and unload vehicles with goods, ensuring that they are re loaded correctly; sort items collected along delivery routes.
- Plan the most efficient and expedient delivery route; organize deliveries accordingly.
- Provide excellent customer service by securely delivering packages, documents, written and verbal messages, and other items to intended location or recipient in a safe, professional and timely manner; obtain the required signature(s) and/or payments at time of delivery.
- 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.
- Confirm deliveries upon return to the office.
- Pick up and transport persons to/from designated locations in a safe and timely manner.
- Exemplify the desired culture and philosophies of the company.
- Perform office, clerical, and other related duties as assigned.

**Required Education and Experience:**

- High school graduate with passes in Math and English.
- Proficient with Microsoft Office Suite or related software
- Must possess a valid Antigua and Barbuda driver's license.
- Clerical experience preferred.

**Benefits:**

- Competitive remuneration package.
- Opportunity to shape the strategic future of a revamped regional start-up airline.
- Exciting, collaborative, and innovative work environment.

*This is a description of the job as it is presently constituted. In order to support the company's efforts to attract and retain the ideal incumbent to perform the duties, it is normal practice to periodically review job descriptions for current and accurate relevancy, as jobs change over time and job descriptions need to be reflective of these changes. The review process is a collaborative effort involving the position supervisor and the employee performing the job. You are therefore expected to participate fully in such discussions. In all cases, it is LIAT20's aims to reach agreement on reasonable changes, but where it is not possible to reach agreement LIAT20 reserves the right to make reasonable changes to your job descriptions which are commensurate with the company's objectives and your grade after consultation with you.*