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**LIBERTAS GENERAL INSURANCE COMPANY LIMITED**

**VACANCY ANNOUNCEMENT**

Applications are invited from suitably qualified and experienced persons to fill the following position tenable at our Blantyre office.

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| **Job title** | Messenger/Dispatch Rider |
| **Reports To (Designation)** | Administrative Assistant |
| **Purpose of the Job** | To ensure that mail is well prepared and delivered and documented for and ensuring cleanliness in the offices. |
| **Key Responsibilities** | * Distributing mail both internally and externally. * Ensuring that all outgoing mail is recorded in outgoing mail register and that recipients sign for it. * Ensuring timely distribution of mail. * Running company/ official errands. * Filling of court documents and distributing them to the right people & offices. * Prepares refreshments for staff and ensuring that adequate provisions for refreshments are always available (in liaison with the finance section) * Ensuring all necessary resources for office cleaning are readily available * Helping to man the reception desk. * Conducting other duties assigned from time to time. |
| **Qualifications** | * Malawi School Certificate of Education (MSCE). * Certificate in a business-related course will be an added advantage. * A valid motorbike driving licence. |
| **Experience** | * At least 2 years’ experience in delivering mail or customer service. * At least 2 years’ experience riding a motorbike with a clean record |
| **Knowledge** | * Knowledge of Blantyre based offices and routes. * Basic knowledge of insurance and willingness to learn. * Basic understanding of customer service. |
| **Competencies** | * Good listening skills, with attention to detail and ability to follow instructions. * Ability to prioritize and organize tasks. * Patience, and good analytical skills and judgement. * Team player, positive attitude and self-driven. * Fast leaner. * Good reporting skills. * Time management skills. * Must be reliable and furnished with integrity |

Interested individuals must download and fill in the application form on the link below and submit to the following address together with copies of their certificates:

**The Human Resources Officer**

**Libertas General Insurance Company Ltd**

**P O Box 354**

**Blantyre**

**Email: recruitment@libertas.co.mw**

Closing date for receiving applications is 26th June 2024

Only shortlisted candidates will be contacted.

***Libertas General Insurance Company Limited is an equal opportunity employer***