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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.
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| **Qualifications** | * Malawi School Certificate of Education (MSCE).
* Certificate in a business-related course will be an added advantage.
* A valid motorbike driving licence.
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| **Experience** | * At least 2 years’ experience in delivering mail or customer service.
* At least 2 years’ experience riding a motorbike with a clean record
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| **Knowledge** | * Knowledge of Blantyre based offices and routes.
* Basic knowledge of insurance and willingness to learn.
* Basic understanding of customer service.
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| **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
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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***