

JOB OPPORTUNITY

Bucharest Employees Recreation Association (BERA)

Opening Date: March 11, 2020
Closing Date: Applications must be received by
March 25, 2020 at 5pm
Position: Chauffeur
Who May Apply: Position is open to Romanian citizens

Proposed Salary Rate: 4,912-6,270Ron

Major Duties:

The BERA chauffeur/bus driver is the responsible for safely transporting children to and from school and related events. The bus driver performs pre and post trip vehicle inspections, ensuring the school bus is clean and well maintained. The bus driver picks up students at designated locations, such as street corners or private homes and may assist with loading and unloading onto the school bus and drops them off at school. The bus driver builds rapport with both students and parents. The driver resolves emergency and non-emergency situations that occur on the way to and from school. Operational support duties may include administrative assistance with the other BERA cost centers (concierge and commissary) and may include assistance with VAT processing and commissary stocking of heavy items.

Required Qualifications:

- ✓ Thorough knowledge of Bucharest/Ilfov Country streets and traffic patterns
- ✓ Demonstrate motor vehicle mechanical aptitude
- ✓ Valid state and local licenses as required for bus drivers – Categories B, C and D
- ✓ Good working knowledge of written and spoken English
- ✓ High energy level and the ability to adapt to new procedures and processes
- ✓ Good physical condition
- ✓ Professional bearing and courtesy
- ✓ Minimum of five years of driving experience with no major accidents
- ✓ Minimum of 2 years working with children preferred

To Apply:

Interested candidates should submit a current Resume/CV to the attention of La June Barnes at BucharestBERABoard@state.gov

All applications are to be received by March 25, 2020 at 5:00pm. Late applications will not be considered.

Selection Process:

Selected candidates will be contacted for an interview.