



Job Announcement

Job Title: Driver and Logistic Assistant

Duration: 1 year (Possible extension)

Location: CBS Office, Dili

Background

Café Brisa Serena (CBS) is a social enterprise established with a support from NGO Peace Winds Japan in 2010. CBS is working to improve the quality of life of coffee farmers in Timor-Leste especially in Letefoho, Ermera through supporting high quality coffee production, purchase of the coffee beans with sustainable price and deliver the coffee beans to international customers. CBS exported coffee to Japan, US and Australia. In 2014, Café Brisa Serena opened its flagship coffee shop “Letefoho Specialty Coffee Shop” in Marconi, Dili.

Café Brisa Serena is currently looking for a driver to assist its daily operation. **CBS** driver is responsible for the safe transport of CBS staff and ensuring vehicles are properly maintained and kept in good condition. This position reports to CBS Admin Officer.

Main Task and Responsibilities:

- Drives CBS staff and guest to meetings, field visit to districts and other work relate trip.
- Collects and delivers mail, packages and equipment; and maintain records of all deliveries and distributions.
- Perform airport pick-up duties.
- Performs minor repairs, arranges for regular maintenance and ensures that the vehicle is kept clean and in good running condition at all times.
- Ensures safety and custody of the vehicle, including tools.
- Ensures availability of all the required documents/supplies including vehicle insurance, registration, logs, office directory, first aid kit, and necessary spare parts are in the assigned vehicles.
- Ensures that, in the event of an accident involving office vehicle, the necessary steps required by rules and regulations are followed
- Maintains records for vehicles, logs official trips, record daily mileage, records the use fuel vouchers, and keeps records on consumption.
- Assist office staff in filing, printing and photocopying office documents or stickers for products.
- Assist in the purchase and distribution of stocks, coffee materials and equipment for Office and Café use.
- Assist in any relate logistic work whenever needed and as assigned by supervisors.
- Assist in the renewal of vehicle documents; license and insurance include inspection for vehicles.

Qualifications and Requirements:

- High School graduate with at least five years of working experience as driver
- Valid driver’s license
- Understand and obey Timor-Leste traffic regulation
- Punctual
- Basic knowledge about car maintenance

- Professional and positive attitude to build relationship with others
- Able to work in a dynamic environment
- Highly self motivated and eager to learn
- Able to perform multitask work whenever requires and able to follow instruction

Applicant with computer proficiency skill such as MS Word & Excel and English is preferable.

If you are interested in working with us, please send us your CV and application letter to info@cafebrisaserena.com or directly drop the application at Letefoho Specialty Coffee Roaster, Rua Marconi, Avenida de Portugal or our CBS Office at Rua Ribeiro de Maloa, Tuana-Laran (Mota-Ibun) during weekday from 8:00am to 5:00pm.

For more information, please call us on **+670 77101043**.

Deadline: Friday, 1 July 2019