**Driver Cum Messenger for Johannesburg office**

**Minimum Qualification**: 10 Grade, Valid Professional Driving License

**Experience**: Suitable experience of professional driving and office work

**Skills:** Professional Driving, Communication Skills,

Desirable: Computer literacy (Ms Word, Ms Excel, Ms Outlook)

**Salary**: Market related

1. Driving Bank’s car.
2. The driving jobs also entail minor maintenance, daily cleaning of the car which does not need the specialized services of a mechanic. While Driving you will take care of the Bank’s property in general and Bank’s car in particular as a person of ordinary prudence.
3. Work as reliever of Record keeper/Messenger
4. Up-keeping, filing and maintenance of all records of Johannesburg Branch and SBI SA Operations.
5. Maintaining of proper Movement Record registers for all the records with proper numbering.
6. Photocopying of all documents, stitching of vouchers and other documents arranging stacking, storing, preserving them in record
7. Daily distribution of daybook & vouchers, its collection after checking from the respective officials and storing properly in the record room.
8. Distribution of papers to all the staff as advised by the officials of SBISA Operation