

## The Goethe-Institut Malaysia is looking for a Driver

The Goethe-Institut is a non-profit organization encouraging international cultural cooperation. Operating 158 institutes in 98 countries, our institute is also the worldwide market leader in teaching German as a foreign language. The Goethe-Institut in Kuala Lumpur was founded in 1962.



If you have previous experience in driving & dispatch work, ability in juggling multiple priorities, are diligent and meticulous to details, then keep reading and apply to join our team soonest possible.

	<b>Driver/Caretaker</b>
Your Role:	<ul style="list-style-type: none"> <li>• Responsible to drive the company car for official trips</li> <li>• Assisting with cultural and language events</li> <li>• Handling of post and general dispatch work</li> <li>• General clerical work</li> <li>• General technical work</li> <li>• Maintenance of fittings &amp; fixtures of the office</li> </ul>
Your Profile:	<ul style="list-style-type: none"> <li>• Experience in driving &amp; dispatching work</li> <li>• Possession of a valid driving license</li> <li>• Good command of English and Bahasa Malaysia</li> <li>• Good knowledge in basic information technology (Microsoft Words, emails etc.)</li> <li>• Experience in dealing with government department is an added advantage (MOE,DBKL,ESD)</li> <li>• Strong sense of responsibility</li> <li>• Strong service orientation, communication and teamwork skills</li> </ul>
What we offer:	<ul style="list-style-type: none"> <li>• A full-time employment (40 hours per week) in a dynamic, international and motivated team</li> <li>• An attractive salary starting at min. RM 2,625.00 (depending on experience)</li> <li>• Annual leaves and public holidays above the usual level</li> <li>• 13 % co-payment to the National Pension Fund (Employees Provident Fund)</li> <li>• Regular trainings</li> </ul>
Deadline and contacts:	Please submit your application by <b>31<sup>st</sup> March 2024</b> to Michelle Wong ( <a href="mailto:Admin-kl@goethe.de">Admin-kl@goethe.de</a> )