



JOB OPENING

DRIVER/MESSENGER

GOETHE-INSTITUT MANILA

START DATE: June 2026

The Goethe-Institut is the Federal Republic of Germany's cultural institute with a worldwide network. It promotes the learning of the German language abroad and encourages international cultural exchange. It also fosters knowledge about Germany by providing information on its culture, society and politics.

Goethe-Institut Manila is looking for a Driver/Messenger starting June 2026.

TASKS:

- In charge of proper maintenance of the company car.
- Performs duties to supplement the office operational needs.
- Provides back-up support in the submission/ delivery of documentary requirements, packages, or materials to various agencies as needed and ensuring that these are accomplished within the given time frame.
- Practices punctuality and strictly maintain timing schedules.
- Undertakes full responsibility for the security and safety of passengers while in transit.
- Abides to all traffic rules and regulations.
- Maintains passenger trust and confidence by keeping information highly confidential.
- Ensure that company-designated vehicles undergo preventive maintenance as scheduled.
- Ensures that the vehicles' registrations and licenses are duly updated.
- Reports any urgent maintenance issues to the HR Assistant as appropriate.
- Maintains accurate records related to the receipt and delivery of packages, documents, messages, and other items, including tracking time of and parties to the delivery.
- Always maintains professional image but not limited to appearance, hygiene, and manner of speaking.
- Performs other related duties as assigned.

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REQUIREMENTS:

- Must possess at least High School Graduate/ Vocational Graduate
- At least 2 years professional experience in the same or similar fields
- Advanced verbal and communication skills
- Able to converse in English and Tagalog
- Must be trustworthy and responsible.
- Willing to work overtime.
- With a valid Non-Pro or Professional driver's license
- Can drive Manual and/or Automatic transmission light vehicles
- Good moral character
- Knowledge on car maintenance is a plus.
- Self-reliant, responsible with a very good work ethic
- Excellent organizational and time-management skills
- Team-player with good communication skills

Deadline for application: 24. April 2026

Kindly submit your application to hr-manila@goethe.de .

For further information about the activities of Goethe-Institut Manila, please visit www.goethe.de/manila.

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