



## **PARKSMED HEALTH FUND**

### **MESSENGER / DRIVER / GENERAL HAND**

Applications are invited from suitably qualified and experienced candidates for the above position at **Parksmed Medical Centre in Victoria Falls**. The incumbent will be reporting to the Finance Admin Clerk.

#### **Duties (Responsibilities)**

- Fetching, checking, and signing for parcels at their respective collection points.
- Ensures that the medical centre environment is clean
- Ensures cleanliness of all vehicles
- Constant cleaning of work areas throughout the day
- Constant cleaning of bathrooms throughout the day
- Keep exterior of office building clean, including windows
- Driving duties
- General duties
- Carry out any other duties as assigned by the supervisor

#### **Qualifications, skills and experience**

- O' Levels including English,
- Clean class 4 drivers licence
- One-year relevant experience

Interested candidates should submit their written applications together with detailed CVs to:

**The Human Resources Officer Parksmed Health Fund**

**P.O box CY 140**

**Causeway**

**Harare**

**Email: [vacancy@parksmed.co.zw](mailto:vacancy@parksmed.co.zw)**

**Or hand deliver to Head Office's Parksmed Section on or before the 18<sup>th</sup> of October 2021.**