

**Job Description for: Document Deliveryman**

Jobcode	Selection Dt	Review Date	Job Suffix	O/T Class	Job Grade
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**9000 Basic Function**  
GIVE BRIEF SUMMARY OF THE PRIMARY PURPOSE(S) OF THE JOB.

Delivers documents, mail and packaged to district offices and facilities and occasionally outside the district area, driving a light vehicle for transportation.

**9001 Scope**  
INDICATE AS APPROPRIATE SIZE, GEOGRAPHIC AREA, PLANT EQUIPMENT THROUGHPUT, ORGANIZATIONS SERVED, FINANCIAL RESPONSIBILITY, AUTHORITY, AND SUPERVISION RECEIVED, WHICH RELATE TO THE JOB.

Performs all the duties required to effect the proper delivery of documents, mail and packages to indicated addresses including sorting, stamping, handling, documenting, looking up destinations and obtaining signatures. Uses available transportation or walks, as directed, when regular vehicle is not available.

**9002 Principal Contacts**  
INCLUDE PURPOSE, FREQUENCY AND SIGNIFICANCE TO SAUDI ARAMCO.

Any addressee as directed.

**9003 Principal Duties**  
DESCRIBE CONCISELY EACH PRINCIPAL WORK ACTIVITY LISTED IN A LOGICAL ORDER; NORMALLY, THE ORDER WILL BE TO LIST THE MOST IMPORTANT DUTY FIRST. INCLUDE IMPORTANT DECISIONS AND RECOMMENDATIONS MADE, IF APPLICABLE. FOR SINGLE APPLICATION JOBS INDICATE APPROXIMATE PERCENT OF TIME SPENT ACCOUNTING FOR AT LEAST 75% OF TOTAL TIME. START SENTENCES WITH ACTION VERBS. PLEASE INDICATE THE PERCENTAGE OF TIME AGAINST EACH PRINCIPAL DUTY.

- A. Delivers documents, mail and small packages to indicated addresses and performs related processing and documentation as assigned.
- B. Assures that vehicle is serviced and in proper running condition at all times. Reports deficiencies to supervisor.
- C. Performs miscellaneous simple clerical, labor or material handling duties when not making deliveries.
- D. Performs in the interest of economy and efficiency other similar or related duties.
- E. This is a performance level job.

**9004 Minimum Requirements**  
A- EDUCATION - DEGREES AND/OR LICENSES REQUIRED; B- PREREQUISITE WORK EXPERIENCE IN ADDITION TO EDUCATION; C- OTHER.

- A. COMPLETION OF ITC ENGLISH, E2 ; MATH, M2.
- B. EXPERIENCE REQUIRED: Two (2) YEARS.
- C. Must have driving experience.
- D. Sufficient English to read addresses on documents, mail and small packages and to obtain destination and distribution data.

E. Must possess a valid Saudi Arab drivers license and be a safe and careful driver.