



Office of the Human Resource Manager

National Transit Authority Vacancies Announcement

Hiring Entity	National Transit Authority (NTA)
Location	Across NTA Functional Regions, Liberia
Job Title	Fleet Preparator
Posted On	July 22, 2025
Application Deadline	August 2, 2025
Employment	Contract
Salary Type	Negotiable

Position Summary

Department: General Services Department

Reports To: Fleet Preparator Supervisor

The Fleet Preparator is responsible for daily cleaning, washing, and basic preparation of buses and vehicles in the NTA fleet. The role supports the efficient operation and upkeep of the Authority's transportation assets.

Key Duties

- Clean the interior and exterior of buses and support vehicles.
- Operate pressure washers, vacuum cleaners, and other cleaning tools.
- Ensure vehicles are fueled and supplied with necessary items (e.g., sanitizers, tissues).
- Conduct basic inspections (e.g., tire condition, lights, mirrors) and report faults or damages to the supervisor.
- Maintain cleanliness and organization of the vehicle washing area.
- Observe environmental and safety guidelines when using cleaning chemicals.
- Assist in preparing vehicles for service, inspections, or deployment.

Qualifications

- High school diploma or equivalent (WAEC/WASSCE).
- Minimum of 2 year of experience in a similar role (fleet, car wash, or maintenance setting).
- Familiarity with basic vehicle components and cleaning techniques.
- Ability to operate cleaning equipment safely.

Application Instructions

Submit the following:

- Application Letter & Updated CV
- Attached all Credentials
- Three professional references (with emails and phone numbers)
- Clearly indicate position title in subject line

Email to: kvarmah@nta.com.lr/ magbollah2013@nta.com.lr Or submit hard copies to: Human Resources Department – NTA Office, Japan Freeway, Gardnersville

NTA is an Equal Opportunity Employer – Females are encouraged to apply

Submission Deadline is 5:00pm, August 2, 2025. Only short-listed candidates will be contacted.