

PERSONAL DRIVER

1. GENERAL

Position Title: Personal Driver

Department: HR

Report to: HR Manager

2. RESPONSIBILITIES

- To fetch Directors / Managers and guests when required
- To transport company employees and business visitors
- To keep the company vehicle clean and in good maintenance
- To send / collect the company's vehicle to / from vehicle workshop for repair or maintenance
- To post / send letters and documents when company driver is not available
- Other assignments when required

3. REQUIREMENTS:

- Energetic and physically fit
- Pleasant personality
- Good communication and interpersonal skills
- Able to work long hours and weekends occasionally
- Able to work overtime as and when required