

JOB TITLE: EXECUTIVE DRIVER TO THE MANAGING DIRECTOR

JOB SUMMARY

We are seeking a professional, discreet, and experienced Executive Driver to provide secure and efficient transportation for our Managing Director. The ideal candidate will be responsible for ensuring the safe and timely transportation of the MD to various destinations, while maintaining the highest level of confidentiality and professionalism.

KEY RESPONSIBILITIES

SAFE TRANSPORTATION: Provide secure and efficient transportation for the MD to various destinations, ensuring compliance with all traffic laws and regulations.

DISCRETION AND CONFIDENTIALITY: Maintain the highest level of discretion and confidentiality regarding the MD's personal and professional activities.

VEHICLE MAINTENANCE: Ensure the company vehicle is properly maintained, cleaned, and always fuelled.

ROUTE PLANNING: Plan and optimize routes to ensure timely arrival at destinations.

COMMUNICATION: Provide excellent communication skills, ensuring seamless coordination with the MD's schedule and itinerary.

ADAPTABILITY: Demonstrate flexibility and adaptability in responding to changing schedules, traffic conditions, and other unforeseen circumstances.

REQUIREMENTS

EXPERIENCE: Minimum of 8 years of experience as an Executive Driver or Chauffeur.

LICENSES AND CERTIFICATIONS: Valid driver's license, defensive driving certification, and knowledge of local traffic laws and regulations.

VEHICLE KNOWLEDGE: Familiarity with luxury vehicles and their maintenance requirements.

SECURITY AWARENESS: Basic security awareness and training (e.g., first aid, emergency response).

PROFESSIONALISM AND DISCRETION: Impeccable professionalism, discretion, and confidentiality.

WORKING CONDITIONS

- **Work schedule:** Flexible, with occasional extended hours or overnight trips.

- **Vehicle:** Luxury company vehicle provided.

Salary and Benefits

- Competitive salary and benefits package.

- Opportunities for professional growth and development.

If you are a skilled and experienced Executive Driver with a passion for providing exceptional service, please submit your application.

JOB TITLE: EXECUTIVE DRIVER TO SENIOR MANAGERS

Job Summary

We are seeking a reliable, experienced, and professional driver to provide safe and efficient transportation for our senior managers. The ideal candidate will have a strong track record of providing exceptional driving services, ensuring the comfort, safety, and punctuality of our executives.

Key Responsibilities

Safe Transportation: Provide secure and efficient transportation for senior managers to various destinations, ensuring compliance with all traffic laws and regulations.

Route Planning: Plan and optimize routes to ensure timely arrival at destinations.

Vehicle Maintenance: Ensure the company vehicle is properly maintained, cleaned, and always fuelled.

Communication: Provide excellent communication skills, ensuring seamless coordination with senior managers' schedules and itineraries.

Discretion and Confidentiality: Maintain confidentiality regarding senior managers' personal and professional activities.

6. Adaptability: Demonstrate flexibility and adaptability in responding to changing schedules, traffic conditions, and other unforeseen circumstances.

Requirements

Experience: Minimum 5 years of experience as a professional driver, preferably for executives or senior managers.

Licenses and Certifications: Valid driver's license, defensive driving certification, and knowledge of local traffic laws and regulations.

3. Vehicle Knowledge: Familiarity with luxury vehicles and their maintenance requirements.

4. Security Awareness: Basic security awareness and training (e.g., first aid, emergency response).

5. Professionalism and Discretion: Impeccable professionalism, discretion, and confidentiality.

Working Conditions

- **Work schedule:** Flexible, with occasional extended hours or overnight trips.

- **Vehicle:** Luxury company vehicle provided.

Salary and Benefits

- **Competitive salary and benefits package.**

If you are a skilled and experienced driver with a passion for providing exceptional service, please submit your application.