

TASK DESIGNATION: Driver
DEPARTMENT/UNIT: General Admin Support (GAS) Unit
DIVISION/PILLAR: Corporate Services (CSD)
REPORTING TO: Senior Manager, Corporate Services
TASK DESCRIPTION
1. Provide safe, reliable and efficient transportation services for the C-Suites, staff and assigned Management for official and ad hoc assignments to designated destinations, ensuring timely pick-up and drop-off. 2. Drive and operate company vehicles responsibly and comply with all road safety regulations, traffic laws, and company policies to ensure the safety of passengers, vehicles, and other road users. 3. Plan and determine the most efficient travel routes by considering traffic conditions, weather, road closures, and other relevant factors to ensure timely arrival at designated destinations. 4. Conduct regular monthly inspections of company vehicles to ensure cleanliness, roadworthy, proper maintenance, and good operating condition at all times. 5. Promptly report any maintenance issues, vehicle defects, repair requirements or irregularities to the Superior/ Head of Department for necessary action. 6. Immediately report any accidents, injuries, vehicle damage, traffic violations or safety-related incidents to Superior/ Head of Department and provide full cooperation in completing incident reports, insurance claims, investigations and other follow-up actions. 7. Ensure the security of assigned company vehicles by parking at authorised locations, locking vehicles when unattended, safeguarding vehicle keys, and complying with all vehicle security procedures, particularly after office hours, weekends, and public holidays. 8. Maintain strict confidentiality and discretion to all information, conversations, documents and matters pertaining to the C-Suites official duties, discussions, correspondence and any other sensitive information. 9. Maintain complete, accurate and up-to-date records of vehicle usage, including mileage, travel schedules, and destinations for monitoring, tracking, and reporting purposes. 10. Deliver and collect official documents, packages, and other assigned items in a timely, secure and accurate manner, ensuring proper handling and timely delivery. 11. Prepare and submit required vehicle-related information and records to Superior/ Head of Department, including Smart Pay receipts, vehicle mileage records, travel logs, and other related documents as required. 12. Perform ad-hoc task or any other related tasks assigned from time to time by the Superior or the Management to support the department's objectives.

COMPETENCIES

- Possess a minimum Sijil Pelajaran Malaysia (SPM) or equivalent qualification.
- Possess a valid Malaysian Driving Licence (Class D or relevant class).
- Minimum 3 years of working experience as a Company, Personal, Government Department, or Executive Driver.
- Clean driving record with no serious traffic offences.
- Possess basic defensive driving or safety training certification is an added advantage.
- Good knowledge of Klang Valley, Selangor and surrounding areas.
- Knowledgeable in basic vehicle inspection, maintenance requirements, and safety practices.
- Good driving skills with a strong focus on safety, punctuality, and responsibility.
- Ability to maintain confidentiality when transporting Management, staff, or official documents.
- Physically fit with the ability to adapt to a flexible working schedule.
- Willingness to work beyond normal working hours, weekends, or public holidays when required.