

Personal Driver

Job Responsibilities:

- Perform driving duties in safe manner and ensure compliance with traffic rules and regulations;
- Safely and timely drive the Director to work and back, and to occasions;
- Safely drive the visitors, business partners and associates to and from places authorized by the Director / Director's Office;
- Familiar with routes within Malaysia;
- Consider different routes, check climate and traffic reports to decide the best time to travel and the best route to take (good with Waze / Google Map applications)
- To schedule regular maintenance of vehicles and ensure vehicle is in good condition and clean at all times;
- Willing to work beyond office hours and travel outstations when necessary;
- Perform dispatch work as and when required;
- Any other ad hoc duties as assigned from time to time

Job Requirements:

- Minimum SPM or any equivalent;
- Pleasant personality, punctual and reliable;
- Able to communicate and converse in English and Bahasa Malaysia;
- Possess valid driving license with good traffic record;
- Candidate who stay at Bukit Jalil / Sri Petaling / Sungai Besi is encouraged to apply

Required document:

Interested candidates are requested to write in with:

- Updated resume stating qualifications, work experience, current and expected salary with a recent passport-sized photography;
- Transcripts from SPM to current level;
- NRIC photocopy;
- Latest 3 months payslip.