

Driver - MRM KAUST Project

Job Title	Driver		
Division	Special Services Division		
Department	Mailroom Department		
Section	MRM KAUST Project		
Location	KAUST	Direct Reports	
Reports To	Warehouse Coordinator	Version Number	1
External Relations	KAUST	Guide Number	7206
Internal Relations	Mailroom Mgt	Job Code	

Basic Function

Report to the Logistics Supervisor.

Reports any damage to racks, faulty equipment, or any other safety hazards.

Take-over and hand-over stocks and compile records of transactions.

Make sure that appropriate information is recorded and labels are applied during takeover and hand-over.

Perform routine post- and pre-operation inspections to ensure suitable working condition of the truck.

Fully understand, drive and promote SMSA's Mission, Vision, Culture and Values and Project SLA's.

KEY Responsibilities

Core

- Deliver the materials in safe manner
- Participate in training and comply accordingly
- Report any Unsafe action or condition to the HSEQ officer
- Make sure personal hygiene and workplace
- Conduct pre and post inspection of the vehicle
- Obey all safety/traffic signs and rules
- Drive vehicle in safe manner
- Make service of the vehicle on regular basis
- Adherence of company branding guidelines and appearance

EHS

- Actively participates in the implementation and compliance of EHS objectives & programs, and attend EHS audits / inspections.

Business Continuity

- Attend and actively participate in all business continuity training and awareness programs.
- Understand the facility's business continuity plans and procedures.
- Act according to the emergency response procedures during drills and actual events.
- Report any observed risks or potential threats to the continuity of operations to the designated officer.
- Adhere to data protection policies to ensure the integrity and confidentiality of sensitive information.
- Acknowledge roles and responsibilities during an incident to ensure effectiveness by understanding the business continuity programme.
- Recognize an incident or crisis.
- Alert incident or crisis responders (including emergency responders as appropriate).
- Escalate action to the incident or crisis management team.
- Respond appropriately to specific threats.
- Respond appropriately when evacuated from the site.

Competencies - Professional and Technical	
Behavioral Competencie	
Adaptability	Level 3
Communication	Level 3
Teamwork	Level 3
Technical Competencie	
Defensive driving knowledge	Intermediate
Package Handling Knowledge	Intermediate

Competencies – EHS
Knowledge of basic environment health and safety requirements EHS corporate objectives awareness Awareness of EHS requirements in the QEHS management systems Have attended EHS awareness training (if applicable) Awareness of Environment Health Safety incident reporting

Organizational Competencies
Beginner <i>*Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)</i>

Decision Making

Key Performance Indicators (KPIs)
Abide by the goal setting forms (Individual KPI'S) of the current financial year

Qualification : Education and Experience
Diploma (Preferred specialization in their field of work) at least One (1) year of relevant work experience, 1 year of which should be in Level-03 capacity, preferably in the same industry. or ●High / Middle School Certificate or Technical Courses (,Those in technical jobs must have appropriate certification in their respective trades) with over 2 years industry experience of which at least 1 year has been in Level-03 position or ●High / Middle School Certificate or Technical Courses(,Those in technical jobs must have appropriate certification in their respective trades) with over 2 years industry experience of which at least 2 years has been in Level-02 position *Note: Industry Experience wherever its applicable

Date Of Release

Prepared By:	Reviewed by:	Approved by:	Endorsed by:
Updated by:	Date:	Approved by:	Date:

Employee Name:

I hereby confirm my utmost commitment in fulfilling all the requirements including above and any amendment to this document.

Management reserves the right to amend the Job description at any time without prior notice.

Signature:	Date: