

## Driver - Human Resources Management

Job Title	Driver		
Division	Human Resources and Administration Division		
Department	Human Resources Department		
Section	Human Resources Management		
Location	Head Office	Direct Reports	
Reports To	Supervisor Human Resources	Version Number	1
External Relations		Guide Number	7022
Internal Relations	All departments	Job Code	

### Basic Function

Assisting in provision of a high-quality services for company guests and pick them form/to different destination and ensure the fulfillment of any external services which need transportation

### KEY Responsibilities

#### General

- Transports the new hire overseas employees from company provided accommodation to the HQ building for initial medical checkups etc. The position is also expected to pickup and drop overseas employees/guest. provide services in terms of stamping required documents from chamber of commerce and getting lunch for training participants.
- Transports new hire overseas employees from the company provided accommodation to HQ building and other way around.
- Receive all overseas employees from airport.
- Pickup and drop company guests / visitors from airport and provide local transportation as instructed by the department head.
- Conducts daily vehicle check and reports defects. Reports any accident promptly and to the correct authority.
- Complies with all safety instructions. Maintains records of fuel consumption/kilometer reading, and requests fuel coupons on a weekly basis
- Get required documents stamped from chamber of commerce and other government agencies.
- Collects and delivers Inter-company mails / correspondence / documents within the assigned city.
- Makes bill payments and other tasks assigned by the department manager
- Attendance to the office and available any time.
- Perform all tasks required by MD or executive secretary.
- Deliver the senior management and their guests to the required destinations as planned.
- Appearance, look & manifestation

#### EHS

- Coordinate and Participate in the departmental EHS system activities including hazard identification, safety awareness and procedures implementation, waste management, environmental aspects identification, and EHS audits
- Actively participates in the development and implementation of EHS objectives & programs
- Participates in the emergency response plan
- Actively participates in the EHS audits / inspections. Take a major role in incident reporting & investigation
- Coordinate and participate in the paper and other recycling programs

## 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

### Technical Competencie

Defensive driving knowledge

Intermediate

MS Office (Excel, Word, PowerPoint, Visio, Outlook) Knowledge

Beginner

### 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

*\*Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)*

### 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:**

<b>Employee Name:</b>

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.

<b>Signature:</b>	<b>Date:</b>