

## Driver at Gap Recruitment Services Limited

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Company: JobWebKenya

Location: Kenya

Category: transportation-and-material-moving

### Job Description

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Gap Recruitment Services Limited is a leading recruitment firm in Kenya where International and local companies find just the right fit talent.

### Key Roles & Responsibilities:

Passenger transport, including transport of official delegations from Germany.

Carrying out daily maintenance checks on the vehicles. Ensuring all vehicles are roadworthy before starting on their journey including tyres, petrol, oil and lubricants.

Accurately completing journey record sheets for all journeys in official vehicles.

Maintaining passenger safety by ensuring that they wear their seat belts and, if in an armored vehicle, they receive a passenger brief.

Submitting all purchase receipts to the Transport Manager and ensuring that any mechanical faults are reported to the Transport Manager.

Maintaining a high degree of confidentiality and discreteness in discussions and travels involving the nature of the role, passengers and destinations.

Driving of authorized passengers to meetings and functions in and around Nairobi and also up-country.

Meeting of authorized passengers at, or deliver them to, Kenyan airports as required.

Any other duties as assigned by the Head of Section, Transport Planner or Transport Manager, including, but not restricted to covering for colleagues during official absences.

## Requirements

### Essential Qualifications:

A valid & clean driving license with excellent knowledge of Nairobi and its environs.

At least 5 years work experience as a driver/chauffeur.

Fluent in English and Kiswahili.

Should be team player, and have excellent organizational skills as well as a polite conduct.

Should be in very good physical constitution and health.

Willingness to work flexible hours, including weekends and public holidays.

### Desirable Qualifications:

Previous experience working in same capacity at a diplomatic mission

Previous road safety trainings

Experience driving armored vehicles

Knowledge of German is an added advantage

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