

## Executive Driver at Gap Recruitment Services Limited

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Company: JobWebKenya

Location: Kenya

Category: transportation-and-material-moving

### Job Description

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

### Job Purpose:

Reporting to the Group Chief Executive Officer, the overall purpose of the **Executive driver** is to provide support with regards to driving of the Chief Executive Officer and Directors while ensuring that all vehicles are well maintained.

### Roles & Responsibilities.

Safely and timely chauffeuring of the Chief Executive Officer.

Maintaining strict confidentiality on all conversations and information heard during chauffeuring assignments.

Cleaning all company vehicles and ensuring that they are presentable at all times.

Ensuring that all the company vehicles are serviced as and when they fall due and always sound mechanically by keeping an accurate tab of the service due dates.

Booking the vehicle to the garage for repairs and collecting them after successful completion of work and inspecting that the repairs have been done fully.

Being the lead in ensuring that all vehicle insurance and inspection certificates are valid and renewed in a timely manner.

Ensuring adherence to the traffic rules and maintaining a valid driving license at all times.

Reporting any incidents or accidents to the relevant authorities and following up to ensure conclusion.

Ensure vehicle maintenance history records are well maintained and up to date.

Keep a daily travel log to record all locations travelled to, travel time and mileage covered.

Assist in compiling, sorting, and filing office records and payment vouchers as assigned.

Assist in the tendering processes in signing and stamping.

Carry out duties in the office and any other assignments that may be required

### **Minimum Qualifications.**

Should hold a valid driving license.

Above 3 years experience as an executive driver

Defensive driving will be an added advantage Professional appearance

A certificate of Good Conduct

O level certificate

Professional appearance and punctuality

Strong customer service, customer experience to make a timely and detailed response.

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