Kenya Jobs Expertini®

Tour Driver at Crystal Recruit

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Company: JobWebKenya

Location: Kenya

Category: transportation-and-material-moving

Job Description

Crystal Recruit is a boutique recruitment firm that specializes in matching the right talent to the right job opportunities across Africa. We go out of our way to find that missing person for your business puzzle. We are the partner that understands your needs, recruits 'best-in-class' talent and counsel you towards a successful conclusion to the search process.

Key Responsibilities

Drive guests, staff, and other authorized persons as per instructions

Observe the road and traffic laws and regulations of the Republic of Kenya

Ensure that safe driving practices are adhered to including local driving codes and Company's agreed driving standards.

Ensure the safety of guests, oneself, and other road users at all times

Carry out assignments as per Transport Chart and instructions are given by the management.

Ensure the vehicle is kept clean, tidy, and in good working condition at all times

Make sure the vehicle is in good and serviceable mechanical condition at all times

Inspect the vehicle prior to departing for a tour or safari, and equip the vehicle with all the required Company supplies needed from the stores.

Ensure vehicle repairs are carried out properly and to satisfactory completion as per the Company's specifications and road test the vehicle before embarking on any job assignment.

Prepare and submit vehicle monitoring reports, including records of vehicle maintenance, expenses, and mileage, as per the Company's transport guidelines.

Keep an accurate Log Book of daily movements, servicing, and vehicle defects. Log official trips, daily mileage, gas consumption, oil changes, etc.

Assist guests with the delivery of luggage to and from the vehicle.

Assist the Transport Manager to ensure vehicle insurance and other Government license requirements are updated according to schedule.

Maintain high profile image of the Company and follow the code of conduct

Requirements

Minimum of 4 years experience as a driver with a good driving record and preferably from the tour and travel industry.

KPSGA certificate.

Qualification in Vehicle Maintenance and Repairs will be an added advantage

Knowledge of the Nairobi routings, hotels, and restaurants

Good understanding of Kenya traffic law.

Good knowledge of vehicle mechanics.

Excellent driving skills with zero accident record.

Flexible, effective teamwork and interpersonal skills.

Willing to work long and irregular hours, shift duty, and on public holidays

Good at communicating in English both written and oral.

A team player; personable, caring, helpful, reliable, and diplomatic

Good personal grooming & personal presentation.

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