



Example of Chauffeur Job Description

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Our growing company is searching for experienced candidates for the position of chauffeur. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for chauffeur

- Special trips may be necessary after hours to go to the theater and other entertainment venues
- Responsible for taking the vehicle for inspections, scheduling required service at the dealer
- Maintaining the general appearance of the vehicle, making sure that it is always clean
- Chauffeur officers to/from meetings and any ad-hoc requirements for the office including airport pickups/drop offs and maintenance of the fleet/car
- Deliver and collect letters, parcels and packages from/to the post office
- Receive incoming mails/Couriers/post and distribute to the correct department/persons
- Bind presentations/check fax/make photocopy as per the requirement of the departments
- Send request to building management for new building access & Overnight stay vehicles for staff
- Support Global Security & Investigations (GS&I) to ensure that all policies are complied with and that technical assistance is provided as required
- Manage Bahrain local needs of maintenance of the office with JLL and local office management company

Qualifications for chauffeur

- History of safe and legal driving skills in compliance with all state driving laws

- Exceptional working knowledge of state roads rules while driving others safely
- Ability to properly maintain a clean appearance and light maintenance of any rental vehicle
- Must be able to bend, stoop, reach, and lift up to 50 pounds without assistance
- Must be at least 25 years old and possess a clean driving record and valid driver's license