



Example of Chauffeur Job Description

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Our growing company is hiring for a chauffeur. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for chauffeur

- Arrange security access for contractors working within the premises (including Data Comms Room access, and raise for approvals through ITSM System)
- Act as back up to the local reception staff in Greeting visitors & JPM staff in accordance with JPM global operating procedures for lobby areas (in calm and professional manners at all times) direct visitors to their meetings and appointments
- Place business cards requirement to our local vendor as per the staff requirement
- Place stationery requirements to our local vendor as per the deficiency of the items
- Send all invoices to EMEA for further payment process and follow up on them to be paid
- Complete all formalities of the new vendor and send to EMEA for payment process
- Coordinate movements with all appropriate company and external agencies to ensure timely and effective service
- Must maintain a clean driving record, adhere to all applicable state and local laws, regulations, and guidelines
- Maintaining company vehicles, ensuring that each receives accurate maintenance, service, and cleaning
- Show sensitivity and discretion in all communications and interactions with

Qualifications for chauffeur

- Proficient in MS Office suite, including Word, PowerPoint, Excel, Outlook
- Proficient in web-based expense reporting tools and processes (e.g., Concur)
- Extensive experience using smart-phone technology to arrange travel accommodations with little notice
- Previous experience with arranging long-distance, local, and international travel for others highly desirable
- Highly professional, good personal hygiene and a neat and clean business-ready appearance
- Punctual and reliable - demonstrating good attendance at all times