



Example of Chauffeur Job Description

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Our innovative and 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

- Maintain a flexible schedule and on-call hours based on business needs
- Continually maintain safe driving habits and awareness of any issues that would impact the safety of the passenger or chauffeur
- Provides leadership and direction to others by setting a positive example, demonstrating teamwork and professionalism at all times, treating co-workers with respect, and encouraging others to do their best
- Continually strive for improved services and increased productivity in the Executive Chauffeur Program
- Assist with planning, coordination, administrative, project work, and other duties as assigned
- Operates a light motor vehicle such as a station wagon, passenger automobile, pick-up truck, panel deliver truck or small passenger van for transportation of persons or materials
- Assists with minor road and garage repairs such as changing tires, spark plugs and oil
- Inspects vehicle for any imperfections and verifies gas levels before departure
- Checks and cleans vehicles regularly
- Maintains records of mileage, gas, destinations and repairs

Qualifications for chauffeur

- Must be able to drive at night
- Overnight travel required weekly

- Familiar with Singapore roads and landmarks
- Responsible, honest and punctual for assignments