

Driver

Job Description

1. Handles all transportation assignments within NHB in a safe, efficient and courteous manner using the NHB van.
2. Cleans the vehicle and checks/fill fuel and water point.
3. Ensure that the van are well-maintained and is sent for regular servicing.
4. Back up for administrative assistant and handle administrative duties as assigned by the admin department.

Requirements

1. Possess a class 3 vocational licence with safe and clean driving record.
2. At least 5 years of relevant driving experience
3. Honest, alert and possess initiative and good road sense
4. Polite and enjoy working with people
5. Ability to communicate in English