

Company Driver cum Office Assistant Jurong Island

Responsibilities:

- Chauffeur Senior Management to and from work and external meetings/conferences
- Chauffeur guest and staff to and from airports, hotels, meetings and other venues
- Perform daily delivery of documents between offices
- Delivery and collection of documents or goods from banks, customers and external vendors
- Ensure cleanliness and proper maintenance of company's vehicle
- Ensure compliance with traffic regulations while on the road
- Over-time or irregular hours may be required especially when receiving or sending guests to and fro Changi Airport

Requirements:

- GCE 'N' Levels
- At least 3 years of driving experience
- Possess a valid class 3 driving license with clean driving records
- Familiar with Singapore road and safety regulations
- Neat appearance, pleasant and courteous personality
- Responsible work attitude

Interested applicants, please forward your detailed resume with enclosed photograph including your last drawn salary, expected salary and availability to HR.SG@pacificlight.com.sg

Please indicate the position that you are applying on the subject.

(All applications will be treated in strictest confidence. We regret that only shortlisted candidates will be notified)

