

# **Company Driver cum Office Assistant**

Jurong Island

## **Responsibilities:**

- Chauffeur office staff and guests for official duties
- Delivery of documents from Jurong Island office to Corporate office (Daily)
- Ensure company's vehicle is properly maintained from time to time and meet all safety requirements while on the road
- Maintain cleanliness of vehicle
- 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](mailto: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)**