



BFCHRJ - 098 – Senior Driver | Security | Bahrain

About the role:

The Senior Driver is responsible for the movement of employees and assets by using the Company vehicles and to assure safe transportation of employees/assets to and from various destinations and also assist/guide employees on entry and exit from vehicles to their destinations as necessary. He will also provide assistance to the Security Manager as and where required, and perform tasks assigned from time to time.

Your Responsibilities:

- Ensuring all branch employees are dropped and picked up from the branches according to the pre-determined schedule.
- Coordinate with Retail Branches/Retail Operations to ensure proper drop points/pick up points are identified and communicated to employees.
- Ensuring the Company vehicle is inspected for damage when being received and returned on a daily basis.
- Delivering of stationary items and office equipment to the branches.
- Depositing cash and cheques to the appropriate banks.
- Delivering the Company vehicles to the authorized service centers.
- Assignment of a driver to a Branch or Head Office staff as needed.
- Coordinating with the drivers their shift schedule and arranging of a reliever in case of absence.
- Obeying the traffic rules of Bahrain while operating any Company vehicle.
- Assist the Security Manager and any other duties as required.
- Must ensure safety and security of passengers and goods at all times.
- Requires being polite, courteous and patient at all times.
- Assists passengers in securing wheelchairs and other mobility devices in case of passengers with special needs. And pay special care to female pregnant employees.
- Ensure proper care and maintenance of Company Vehicle; washes and cleans interior; takes Company vehicle to garage for maintenance and repair.
- Adhere to Policies & Procedures for safe keeping and maintenance of Company vehicle.
- Ensure that BFC vehicles are exclusively used only for catering to the requirements of the Company.
- Plan and organize his schedule to save time and ensure tasks are carried out as assigned.



About You

- Secondary school education as a minimum.
- Strict work ethics.
- Self-motivated with high levels of drive and energy.
- Ability to drive a manual transmission.
- Valid Bahraini Driving License.
- Minimum of 1 year of driving experience.
- Must know the routes and destinations in Bahrain.
- Working knowledge of the rules and regulations involved in the safe and efficient operation of Company Vehicle.
- Knowledge of basic vehicle maintenance procedures.
- Ability to deal effectively and patiently with others.
- Ability to work under pressure.
- Should be able to understand and follow oral and written instructions.
- Should be able to operate lift equipment and to correctly secure wheelchairs and other mobility devices.
- Ability to lift weights of 40-60 lbs.