

## DRIVER

**Employment Type: Permanent (Full-time)**

**Location: 10 Jalan Samulun, Singapore 629124**

### **Responsibilities:**

- To drive the Company van and lorries to run errands and ferry visitors and employees.
- Collect/dispatch of documents/parcels and any items as required.
- Ferry staff to/from site office, training centres, medical appointment and lunch.
- Monitor servicing schedules and all administrative matters pertaining to the vehicle and report them to the Secretary.
- Ensure cleanliness and proper maintenance of company vehicles (excluding lorries).
- Perform any other tasks as may be assigned by the supervisor
- To comply with all the workplace traffic rules and regulations.
- Ensure compliance to relevant government regulations and company's quality, safety, health and environmental (QSHE) policies, practices and procedures at all times.

### **Qualification:**

- Possess class 3 licence to drive van, car and lorry. Class 4, vocational licence will be an advantage
- Valid driving licence and clean driving record.
- Familiarity with Singapore roads, particularly industrial district.
- Minimum 3 years of relevant working experience in similar industry.
- Minimum PSLE.
- Physically fit to be able to maintain the cleanliness of the vehicle and also carry goods.
- Good attitude, interpersonal and communication skills.

Interested applicants to email your resumes to **hr@bakertech.com.sg** stating expected salary and earliest possible start date.

*We regret to inform that only suitable applicants will be contacted for an interview.*