

Job Summary

We are seeking a responsible and experienced **Driver** to drive the **Plant Head / Senior Management** safely and efficiently. The driver will ensure timely transportation, maintain the company vehicle in good condition, and follow all safety and traffic regulations.

Key Responsibilities

1. Driving & Transportation

- Safely drive the **Plant Head / Management** to office, plant sites, meetings, and project locations.
- Ensure **timely pickup and drop** as per schedule.
- Plan routes to ensure efficient travel and avoid delays.
- Be available for official travel and emergency requirements.

2. Vehicle Maintenance

- Maintain the **company vehicle in clean and good working condition**.
- Conduct daily checks such as fuel level, oil, brakes, tire pressure, and battery.
- Ensure timely **servicing, repairs, and vehicle maintenance**.
- Keep records of vehicle servicing and maintenance.

3. Safety & Compliance

- Follow all **traffic rules and safety regulations**.
- Ensure safe and smooth driving at all times.
- Keep all vehicle documents valid (RC, Insurance, PUC, etc.).
- Follow company safety policies.

4. Administrative Support

- Maintain **logbook of daily travel and fuel consumption**.
 - Assist with small office tasks such as document delivery if required.
 - Coordinate with administration for vehicle-related needs.
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Required Qualifications

- Minimum **10th / 12th pass**.
 - Valid **LMV driving license**.
 - 1–3 years of experience as a **company driver or executive driver**.
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Required Skills

- Good knowledge of **local roads and routes**.
 - Safe and defensive driving skills.
 - Basic knowledge of **vehicle maintenance**.
 - Punctual, disciplined, and responsible behavior.
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Reporting To

Plant Head / Administration Department

Interested candidates can share their resume at 9326904419