



## Job Description

<b>Job Title:</b>	<b>Driver</b>
<b>Category:</b>	<b>Non-supervisory position</b>
<b>Reporting to:</b>	<b>Office Manager</b>
<b>Organizational Relationship:</b>	<b>Works with staff and managers</b>

### Objective:

To operate and maintain assigned vehicle(s); and to maintain vehicle and administration records. To complete all assigned tasks and duties requested by clinic staff and managers.

### General Statement of Duties:

Duties include, but are not limited to:

- Operating and maintaining transportation vehicles with a focus on safety; keeps the assigned vehicle(s) clean inside and outside
- Performing minor maintenance tasks on the vehicles when necessary; fueling the vehicles; ensuring that periodic scheduled vehicle maintenance is completed and reported
- Provides a communication link between customers and staff
- Maintains accurate, up-to-date records on vehicle maintenance, fuel purchases, errands purchases and other records that are requested from management
- Coordinates the schedule for major or periodic vehicle maintenance with management and staff to minimize service interruptions
- Loading, delivering and collecting items in Dubai, and the immediate surrounding area



- Carrying out errands that are requested from staff and/or management
- Performing basic handyman tasks in the clinic
- Preparing daily itinerary reports to record daily work tasks and duties for the management
- Preparing and maintaining up to date petty cash reports, for all purchases made.
- Performing inventory counts of various storage facilities, including preparation and maintenance of inventory lists
- Cleaning of awnings and sign boards, as well as cleaning and maintenance of outside flowerpots

**Required Knowledge, Skills, and Abilities:**

- Reads and interprets maps and driving directions to plan the most efficient route, and reads and interprets road signs in English
- Ability to drive a multi-passenger vehicle safely and appropriately, and adhere to the rules and regulations of the RTA
- Ability to communicate effectively in English, orally and in writing
- Ability to establish effective professional relationships with customers, co-workers, and upper level staff and employees
- Skilled to interpret and follow clinic policies and procedures
- Basic computer literate (Word, Excel, Entourage)

**Certificates and Licenses Required:**

Must hold a valid UAE light-vehicle driving license for three (3) years – Vehicle Permit Number 3.  
Ability to drive a manual and automatic vehicle.