



བགྲིས་བརྒྱ་དོན་བརྒྱུད་འབྲེལ་ཚད་འཛིན།།

Tashi InfoComm Limited

Job Description

Job Title	Driver	Report to	Administrative Officer
Department/ Unit	Human Resource and Administration	Supervises	None
Purpose of the Department/unit: Administration Section looks after the general administrative affairs of the company			
Position summary and its purpose: The driver is responsible for transporting materials, equipment, and staff of the company to the areas where they are required. A driver is responsible for the safe transit of the staffs, equipments or materials.			
Duties and responsibilities: <ul style="list-style-type: none">- Perform duties at night, early morning, weekends and government holidays as and when assigned.- Maintain logbook with updated information on a daily basis. Maintain fuel book with updated information on a daily basis. Maintain vehicle maintenance record as and when doing maintenance.- Inform Administrative officer, Head of Department and relevant official immediately upon learning of misuse of vehicle, tyres, fuel and fund for repair and maintenance.- Avoid misuse of vehicle, tyres, fuel and fund for repair and maintenance at all times.- Avoid using vehicle without official assignment or for reasons that are not official.- Park the vehicle at the designated parking space at all times.- Be careful and vigilant while ferrying officials and things at all times.- Maintain the vehicle clean at all times.- Take good care of vehicle.- Follow road safety and traffic rules at all times.- Always be in uniform during office hours, while carrying out official work and on tour.- Ensure at all times that the vehicle is in good condition and ready for travel.- Share travel information at all times through social media app and call.			
Working conditions: <ul style="list-style-type: none">- Flexible working hours including weekends- Should be available via call at all times			
Essential Qualification/ Education Class VIII pass			
Essential Experience N/A			
Essential Training			



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Job related skills and abilities: <ul style="list-style-type: none">- Basic reading and writing skills- Basic knowledge of computer			
Personal attributes: <ul style="list-style-type: none">- Adaptability- Willingness to learn new things and listen- Punctual- Honest- Hardworking- Active			
To be filled by the Human Resource and Administration Department			
Job Location	Thimphu	Employment nature	Regular
Pay scale	10,375-259-12,968	Allowances	Corporate Allowance and Medical Allowance as per Company's Service Rules and Regulations
Reporting date	Will be informed via call	Reporting time	Will be informed via call