

# VACANCY

## CHAIRMAN DRIVER

1 Contract position available

### Responsibilities:

- Responsible for day to day driving for Chairman to and from office, appointments, meetings, attending activities/occasion and etc.
- Must be able to be contacted at any time, also present at all places punctually as may be stipulated or directed by the Chairman all time during working hours, outstation and on stand-by time slot as designated.
- To ensure the vehicle is in good working order and perform the normal maintenance check before and after daily use of the vehicle.
- To send the vehicle for the scheduled service maintenance on time.
- To upkeep the vehicle in clean and tidy condition at all times.
- To ensure vehicle having sufficient fuel and too card balance before starting a journey.
- Any other duties as assigned by Chairman or Chairman Office when assigned from time to time.

### Requirements:

- Valid Driver's License with clean driving record, ensuring legal and safe operation of the vehicle.
- Have experience in driving BMW & Alphard (added advantage).
- No criminal records.
- Proficiency using GPS devises.
- Posses minimum a SPM with 5 years experience in the related field is advantage.
- Willing to work with time constraints.
- Interpersonal and good communication skills.
- Independent, proactive and able to work with minimum supervision.
- Willing to work extra hours when needed to meet work demands.
- Able to multi task.

Interested applicants are encouraged to send CV via email to [humanresource@pbilt.com.my](mailto:humanresource@pbilt.com.my)

Posting Date: 4 December 2025