



RAA LIMITED

Warehouse 1A, Ideal Ceramics Compound ICD Road, Nairobi Kenya.

HOME EXECUTIVE DRIVER

Job Title: Home Executive Driver

Company: RAA LIMITED

Location: Nairobi

Job Type: Full-time

Salary: KES 24,000

About Us:

RAA LTD is one of the country's leading distributors, built on a strong foundation with talented people ready to serve you from FMCG to Pharmaceuticals. We are the first to set a footprint throughout the country covering all major towns. Our passion drives us, and our values empower us. We are seeking for a dedicated and experienced driver to play a critical role in ensuring the safety and convenience of our executives and their families as they navigate their daily activities.

Job Description:

As a Home Executive Driver, you will play a crucial role in ensuring the safe and comfortable transportation of our executives and their family members. You will be responsible for maintaining the vehicle in excellent condition, adhering to safety protocols, and providing a high level of professionalism and discretion at all times.

Key Responsibilities:

1. Safe Transportation:
 - Safely drive the executive and their family members to and from their destinations, including office, appointments, social events, and other locations.
 - Follow traffic rules and regulations, prioritize safety, and maintain a clean driving record.
2. Vehicle Maintenance:
 - Ensure the vehicle is in excellent condition at all times, including regular maintenance, cleaning, and refueling.
 - Report any mechanical issues or necessary repairs promptly.
3. Security and Privacy:
 - Maintain the confidentiality and privacy of the executive and their family, respecting their personal space and boundaries.



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- Be vigilant and alert to potential security risks and take appropriate actions as needed.
4. Time Management:
- Plan routes efficiently to ensure punctual arrival at destinations.
 - Be flexible with schedules to accommodate changing itineraries or unexpected delays.
5. Professionalism and Courtesy:
- Provide a high level of professionalism and courteous service at all times
 - Assist with opening doors and handling luggage as required.
6. Communication:
- Maintain open and clear communication with the executive and their family regarding travel plans and preferences.
 - Report any issues or concerns promptly to the employer.
7. Record Keeping:
- Keep accurate records of mileage, fuel, and maintenance expenses.
 - Maintain a log of trips and destinations.

Qualifications:

- Valid driver's license with a clean driving record.
- Proven experience as a professional executive driver or chauffeur.
- Excellent knowledge of local traffic laws and routes.
- Exceptional driving skills and familiarity with various vehicle types.
- Discreet, trustworthy, and respectful of privacy.
- Strong communication and interpersonal skills.
- Ability to adapt to changing schedules and itineraries.
- Knowledge of basic vehicle maintenance

RAA LIMITED is an equal opportunity employer and values diversity. We encourage applications from candidates of all backgrounds and experiences.