

Position	School Driver (On Call)
Division	School Wide
Reports to	Operational Manager
Job Opening	Immediate Hiring

Purpose

We are looking for a Driver to transport our Director in a comfortable, safe and timely manner.

Driver responsibilities include arranging regular cleaning and maintenance services for the vehicle, planning each route based on road and traffic conditions. To be considered for this role, you should have a valid driver's license and a clean driving record with no traffic violations. Ultimately, your availability to occasionally take weekend and night shifts.

Qualifications & Experience

- A valid driver's license (SIM A).
- A clean driving record by showing a police clearance check.
- Familiarity with GPS devices.
- Knowledge of area roads and neighborhoods around Bali.
- Availability to occasionally take weekend and night shifts.
- A polite and professional disposition.
- Sufficient communication in English.
- Ability to remain calm in stressful driving situations (e.g. at rush hour)
- Comply with school rules and values and determine all information confidentially.

Duties & Responsibilities

- Driving the Director daily to the desired destinations.
- Maintaining the vehicle clean and safe.
- Using navigation apps to determine the best route
- Ensuring the safety and comfort of the Director through providing his driving services.

To Apply

Do you feel you meet the criteria for this exciting opportunity? If so, please send your application requirements to hr@proed.asia and CC'ed hradmin@proed.asia