

POSITION DESCRIPTION

Title:	Driver (Supply Chain)	Location:	Abu Dhabi
Department:	Supply Chain	Reports to:	Warehouse Coordinator
Prepared by:	Supply Chain Manager	Date:	October 2020

Overall Purpose:

To provide driver support to meet Company requirements in Supply Chain Department

Roles and Responsibilities

- Operate vehicles to ensure the safe transportation of personnel to and from NA offices and facility to various destinations in UAE
- Delivery of the documents, medical / general materials, asset/ equipment and any other requirements for the operation of the supply chain and NA
- Ensure deliveries of the above (whether to head office or station or any other premises assigned by manager) are done on exact time with high care and attention to details and record
- Be fully aware of UAE road code and obey all UAE driving and traffic rules Make deliveries as required. ensure that driving is safe in all time.
- Assist passengers as required in handling or any other requirements during the trips
- Work with Supply Chain team for delivery and work load/off load, handling or any physical work within NA premise and any other premises (stations, events, etc.)
- Complete vehicle log for all activity during and outside work hours
- Complete daily checklist ensuring vehicle is clean (inside and out), fueled and safe Report any mechanical defects to supervisor promptly
- Wear Company uniform as required and ensure his appearance reflect the company characteristic, must be clean and tidy at all times
- Adhere to Company Code of Conduct, policies and procedures at all times Must be in a fit state to drive responsibly when reporting for duty
- Must have good communication and interpersonal skills and be able to interact with Company employees at all levels in a professional manner
- Any other duties as directed by manager whether documents processing or materials delivery

QHSE & BC:

- Engage, understand and participate in Quality Health Safety and Environment (QHSE) Management System and Business Continuity (BC) Compliance and Improvement
- Participate in QHSE BC Risk Assessments / Inspections and conduct investigations into non conformances, near misses, incidents or complaints.

Professional and Academic Expertise

- Possess a valid driver's license relevant for the requirement
- Be able to operate both manual and automatic vehicles
- Proficient in English language (verbal, written and reading) and preferably Arabic language
- Must have at least 2 years' experience for the required license, ie requirement for a driver with a 'heavy' license must have 2 years' experience driving heavy vehicles
- Have a clean driving record

Chief Administrative Medical Officer

Change Brief

Version No.	Date	Changes
1	November 2020	New Document
2	August 2022	Changed "CAO" to "CAMO" Changed "Chief Administrative Officer" to "Chief Administrative & Medical Officer" Modified as per standard template

Review & Approval:

(Enter final approver title here)