

Trion Group of Companies

<https://trion.com.ph/job/company-driver/>

Company Driver

Description

Key Responsibilities:

- Drive the President and CEO to official meetings, business functions, and personal appointments
- Ensure the safety, security, and comfort of the executive during all trips
- Maintain the cleanliness, upkeep, and basic maintenance of the assigned vehicle
- Plan routes and monitor traffic to ensure timely arrival
- Handle errands or deliveries as requested by the President and CEO
- Maintain strict confidentiality and a high level of professionalism
- Keep trip logs and fuel usage records when required

Hiring organization

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