

Driver

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Company: Accor

Location: Ras Al-Khaimah

Category: healthcare-practitioners-and-technical

Job Description

Company Description

Sofitel Al Hamra Beach Resort

Job Description

To be an ambassador of the hotel, in and outside the work place.

To fulfill the transport task requested, strictly following the standards and procedures.

To ensure that all ambassadors receive a warm welcome and that they enjoy their trip being offered the finest personal service.

To check the arrival and departure lists and to follow and respect the transportation and airport services requests.

To assist ambassadors in handling their luggage and belongings carefully, to check the car for forgotten items and to respect the Lost & Found procedures.

To ensure uncompromising levels of cleanliness and maintenance of the vehicles and work place through each ambassador's responsibility.

To ensure passengers' safety at all times.

To daily inspect the vehicles prior to departure and to follow the checklists and car's technical books.

To schedule the vehicles for service on a distance traveled basis as defined by the manufacturer or whenever needed.

To daily update vehicles log books and to use fuel vouchers accordingly.

To properly use the tools and supplies and to ask for requisitions accordingly.

To call to inform your supervisor or manager in serious cases, car damage or traffic violation.

To be fully aware of and to report all ambassador comments or complaints.

To ensure a proper use of the telephone etiquette as per Sofitel standards.

To ensure a proper handover between the shifts.

To strictly respect the hotel keys and car keys handling procedures.

To respect schedules, terms and deadlines as agreed with the Management.

To daily read and update the logbook and to sign it.

To have a valid U.A.E. driving license and to be updated with the traffic rules and to respect them all the time.

To be familiar with the vehicle functionality, the city, roads, locations, and to know how to use a map.

To attend a daily line up briefing with the HR / Housing team to recapitulate tasks and activity.

To share daily activity highlights with the supervisor, including internal and external guest opportunities.

To carry out any other reasonable duties as assigned.

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