

## JOB DESCRIPTION - DRIVER

<b>Job Title: Driver</b>	<b>Reports to: Front Office &amp; Administration</b>
Department: Operations & Administration	Job Grade: A (Assistant)
Head of Department: Financial Controller	Position Type: Permanent
Direct Supervisee(s).	N/A
Location: Nairobi	Date: [REDACTED] 2026
<p><b>Job Purpose</b></p> <p>The purpose of this role is to transport staff, goods and materials safely and efficiently to their designated location. The role involves adhering to delivery schedules and ensuring security of the cargo.</p>	
<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>● Transport staff, guests, goods and materials to various destinations as per the delivery schedule.</li> <li>● Ensure timely and accurate deliveries, following the most efficient routes.</li> <li>● Perform routine inspections and maintenance checks on the vehicle to ensure it is in good working condition.</li> <li>● Report any vehicle issues or required repairs to the Line Manager promptly.</li> <li>● Monitor the vehicles insurance and service dates and ensure compliance to those.</li> <li>● Maintain cleanliness and organization of the vehicle's interior and exterior.</li> <li>● Adhere to all traffic laws, regulations, and company policies while driving.</li> <li>● Ensure the safe transportation of goods, prioritizing the safety of self and others on the road.</li> <li>● Use and maintain safety equipment, such as seat belts and cargo securing devices.</li> <li>● Maintain accurate records of deliveries, including delivery notes, receipts, and any discrepancies.</li> <li>● Complete and submit daily logs and reports as required by the company.</li> <li>● Communicate any delays, incidents, or issues encountered during deliveries to the Logistics Manager.</li> <li>● Report any accidents to the line manager and the nearest traffic police officer.</li> <li>● Plan and optimize delivery routes to maximize efficiency, minimize travel time, and fuel consumption.</li> <li>● Use GPS and other navigation tools to find the most efficient routes and avoid traffic congestion.</li> <li>● Record trip mileage at the start and end of each trip.</li> <li>● Follow all company policies and procedures; ensure personal appearance is clean and professional.</li> <li>● Proper management of the company's fuel card</li> <li>● Other general administrative duties.</li> </ul> <p>Any other responsibility as delegated by management.</p>	
<p><b>Minimum Knowledge, Qualifications and Experience required for this role</b></p> <ul style="list-style-type: none"> <li>● Certificate in Kenya Certificate of Secondary Education (KCSE)</li> <li>● Valid driver's license appropriate for the type of vehicle being operated.</li> <li>● Proven experience as a driver, preferably in a logistics or transportation environment.</li> </ul>	

<ul style="list-style-type: none"> <li>● Strong knowledge of traffic laws, regulations, and safe driving practices.</li> <li>● Excellent driving skills and a clean driving record.</li> <li>● Ability to use GPS and other navigation tools effectively.</li> <li>● Ability to operate delivery vehicles, including vans, trucks, and forklifts (if required).</li> <li>● Good physical condition and ability to handle the loading and unloading of goods.</li> </ul>	
<b>Certification/Membership</b>	
<ul style="list-style-type: none"> <li>● Driving license</li> </ul>	
<b>Role Related Competencies (Behavioural Indicators)</b>	
<ul style="list-style-type: none"> <li>● Strong time management and organizational skills.</li> <li>● Effective communication and customer service skills.</li> <li>● Courteous and friendly attitude, with customer service skills.</li> <li>● Excellent communication skills (verbal &amp; written)</li> <li>● Reliable and thrives working in a busy environment.</li> <li>● Ability to work as part of a team in a fast paced and pressured environment.</li> <li>● Flexible and willing to adapt quickly to changing procedures.</li> <li>● Maintain a professional and presentable appearance</li> </ul>	
<b>Key Performance Indicators</b>	
<ul style="list-style-type: none"> <li>● Adherence to traffic laws and organization procedures</li> <li>● Feedback on customer experience</li> <li>● Minimal vehicle maintenance costs</li> <li>● Accurate and complete vehicle mileage logs</li> <li>● Accurate records of deliveries and vehicle management</li> </ul>	
<b>Key Relationships</b>	
Relationship	Internal staff, Customers, Suppliers
<b>Approvals</b>	
Reviewed by: Direct Supervisor	Signature:
Reviewed by: HR & Administration Senior Officer	Signature:
Reviewed by: Financial Controller	Signature:
Received and Accepted by Jobholder	Name: Signature: Date:

📍 **Location:** JKIA – Nairobi 💰 **Budget:** 30,000 KES Gross 📧 **Apply to:** [j.njuguna@tradewindslogistics.co.ke](mailto:j.njuguna@tradewindslogistics.co.ke) ⌚ **Deadline:** 🕒 15th, 2026. Join the Tradewinds Logistics team! Send your application today.