



Company Driver - Chikumakan Nagano

Job Information

Hiring Company

[Wyndham Destinations Japan Ltd.](#)

Subsidiary

Wyndham Destinations Japan LTD

Job ID

1513898

Industry

Hotel

Company Type

Small/Medium Company (300 employees or less) - International Company

Non-Japanese Ratio

Majority Japanese

Job Type

Permanent Full-time

Location

Nagano Prefecture, Chikuma-shi

Salary

Negotiable, based on experience

Refreshed

April 1st, 2025 13:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

Daily Conversation

Minimum Education Level

Technical/Vocational College

Visa Status

No permission to work in Japan required

Job Description

POSITION REPORTS TO:

General Manager - Resort

KEY RELATIONSHIPS:

Admin

Human Resources

Finance

PRIMARY OBJECTIVES:

The company driver is responsible for making sure that the official to whom he is assigned meets his official schedule of the meetings, conferences etc. He is responsible for the maintenance of the respective automobile which he is given to drive. He is also responsible for running many of the daily chores of the office or of the respective official; these though vary from firm to firm or rather official to official. The Company Driver is expected to be mannerly and courteous in all driving and non-driving situations while on the job. Good grooming and personal hygiene with clean and proper dress as instructed by the employer are expected. Calm, rational behavior and attitude under stressful driving conditions are attributes of a professional, as are refraining from inappropriate or abusive language and gestures.

PRINCIPAL RESPONSIBILITIES: (Include but not limited to)

- To transport the employer and passengers to and from destinations in a comfortable, safe and efficient manner.
- Advise the employer or passenger of potential or existing adverse conditions and suggest alternative routes.
- Conducts delivery and pick-up of documents necessary for the company's operations.
- Maintains Vehicle Cleanliness, Safety and Monitors Concerns (Damages / Issues that needs to be fixed)
- Provides records, including receipts for gasoline / vehicle maintenance.
- Provides records of areas traveled to, travel time, and work hours.
- Keeps the vehicle clean or ensuring that it is mechanically sound, the employer's vehicle must be spotless in appearance and ready to drive without issue at all times.
- Responsible for checking engine fluids, inspecting interior and exterior electrical and mechanical components, maintaining tire pressure and keeping fuel levels at adequate levels.
- Other Instructions as directed by the superior

Required Skills

KEY POSITION CRITERIA:

- Must have a valid Japanese bus driver license.
- Have at least 3 years of driving experience and clean driving record
- Can manage a flexible work schedule
- Have the ability to read and write satisfactorily to maintain records and understand company notices and the driver's manual
- Must have the ability to serve employees and resort guests, work with others and to show commitment to the company safety policy
- Can operate the vehicle in a safe and efficient manner
- Safely run a fixed route, load and unload employees and resort guests, and performing specialized driving maneuvers
- Can conduct routine maintenance and safety checks of the vehicle
- Can handle emergency situations, including emergency evacuation procedures

Company Description