



## 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**

February 4th, 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

**POSITIONS REPORTING TO THIS POSITION:**

N/A

**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

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## Company Description