



Position Description

Vacancy Title: **Driver**

Location: **Suva, Fiji Islands**

Reports To: **None**

Objective

The Driver will safely transport FBC employees, supplies and equipment to and from specified locations in a timely manner, adhering at all times to the company's driving standards.

Outcomes

Organisational Stakeholders

1. Fleet Management

- Picking up staff, clients and driving them to the desired destination.
- Mapping out driving routes to ensure a timely arrival.
- Performing inspections of vehicles and equipment.
- Maintaining a high degree of professionalism and customer service.
- Assisting with loading and unloading luggage and equipment's.
- Keeping track of road conditions.
- Promptly informing the company of any tickets issued against the company vehicle during work hours.
- Ensuring that the company vehicle is always parked in areas that permit parking in order to avoid towing.
- Keeping the company vehicle clean and properly maintained by performing regular washing, cleaning and vehicle maintenance.
- Providing accurate time records of the company vehicle's coming and goings.
- Reporting any accidents, injuries, and vehicle damage to management.
- Perform regular safety checks on vehicles to ensure they are in good working condition before and after each trip.
- Adhere to traffic laws and safety regulations to avoid accidents or incidents.

2. Teamwork and cooperation

- Cooperation within the team and greater function / department
- Cooperation across functions / departments
- Work collaboratively to achieve the set targets and goals

Product's Stakeholders

1. Operational and statutory compliance

- Statutory compliant to laws and regulations
 - Health and safety compliance
 - Environmental compliance
- Operationally compliant to the organisation's policies and procedures

Responsibilities - Key Competencies

Competence	Description
Business	
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Resource Management	Deliver results through the efficient and effective allocation and use of supplies , equipment and people.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Communication	Exchange information through verbal communication
Customer	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.
People	
Team Orientation	Work in a team towards a common aim.
Problem Solving	Develop practical solutions to a situation.
Learning	Develop the competencies of self and others to enhance performance.

Competence	Description
Self-Management	Manage your priorities and objectives efficiently and effectively
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Operational	
Equipment Operation	Control the operation of specialised equipment, plant or vehicles to satisfy the demands of the assignment.
Maintenance	Monitor and/or maintain equipment, plant or vehicles in sound operating order.
Health and Safety	Establish and maintain a safe and healthy work environment.

Qualifications

Qualification	Discipline	Notes
Preferred		
School Leaving	Form 6	Completed Year 12 or 13 education
Desirable		
Certificate	Automotive	

Work Knowledge and Experience

Minimum 2 to 3 experience in a similar role.
Valid driver's license with a clean driving record - Group 2 & Group 6 (Manual)
Sound knowledge of traffic laws, safety regulations, and city/town routes
Flexibility in-terms of work schedules - including evening and weekend shifts if required

Requirements

Language Proficiency	
Excellent command of English	
Regulatory Compliance Requirements	
Police Clearance	
Valid Drivers License	
Sound knowledge of road safety regulations	

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	All employees	
	Management Team	
External		
	Customers	
	Regulators	

Attributes

Behavioural Styles	
Energetic	Constantly active and driven to put in effort. Works hard to promote an enterprise.
Punctuality	Completes a required task or fulfills an obligation before or at a previously designated time
Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.
Interpersonal Styles	
Team Oriented	Enjoys being with others as part of a group or team.
Thinking Styles	

Flexible/Adaptable Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions.

Well organised Controls tasks in a well thought out and critical manner.

How To Apply

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Contact for Enquiries

Contact Name: HR Team

Contact Email: hrteam@fbc.com.fj

Further Contact Information: 3314333

Closing Date: 22 Jun 2025