



# गारिमा क्यापिटल लिमिटेड GARIMA CAPITAL LIMITED

(A Subsidiary of GARIMA BIKAS BANK LIMITED)

समृद्धिको साथै

## TERMS OF REFERENCE

### Functional Title: Driver

Corporate Position: Support Staff

Required No: 1

Garima Capital Limited is a Merchant Banker, licensed by Securities Board of Nepal (SEBON) to render 'Portfolio Management Services' (PMS). It has also obtained Depository Participant License from CDS & Clearing Ltd. to render DP Services. Company is on the verge of obtaining full-fledged Merchant Banking License including Mutual Fund Manager License. The Company is located at Kamal Pokhari Ward-01, Kathmandu, Nepal.

Our core team comprises of qualified finance professionals which shall enable us to provide prompt and thorough service to our valued Clients. We encourage an open and collaborative working environment in which everyone has the opportunity to deliver her or his best. We foster professionalism, excellence, cooperation among our employees and high standards of business ethics.

### Position Summary:

Our organization is seeking a chauffeur (driver) to facilitate transportation, perform personal task and support employers in various assignments. The candidate must be self-motivated, highly responsible and flexible. The driver's duties include picking up employers/clients, assisting with loading and unloading luggage, providing a relaxed atmosphere inside the vehicle and ensuring the trip remains safe and enjoyable. The driver should arrive on time for all appointments without reminders and track all assigned projects and tasks. He should regularly report the status of outstanding projects and maintain the confidentiality of the employer's personal affair.

He should be responsible to maintain the cleanliness of the vehicle and a few other duties can be assigned as per qualification. Working hours may vary and must be available during the weekend and evening.

*This position reports directly to the Senior Administration Officer.*

### Duties and Responsibilities:

The duties and responsibilities of a **Driver** includes:

- Convey employers or staff to the destination as instructed.

- Safely driving the vehicle and keeping the exterior and interior of the vehicle clean.
- Carrying out inspection and maintenance work like changing the oil and batteries, refueling, checking the brakes, wiper, air pressure, tires and engine.
- Safely conveying employers' relatives, friends, business partners and colleagues from one place to another.
- Carrying out a routine inspection of the vehicle.
- Identifying mechanical issues that may impede the smooth working of the vehicle.
- Check different routes, climate, and traffic to move and the best path to take.
- Perform minor repair and maintenance if necessary.
- Keeping a record of maintenance, repair, etc.
- Carry out all assignments given by the employer.
- Identify electrical and mechanical problems that may hinder smooth working of the car and carry out minor repairs and maintenance where necessary.
- Safely keep receipts for vehicle repairs and maintenance and other records and reports concerning the employer's car(s).
- Must follow traffic rules and regulations and correctly follow the right route.
- Other related roles and responsibilities assigned by senior authority as per requirement.

**Qualification:**

- SLC or 10 plus 2 qualified.
- Age not exceeding 30 years.

**Required Skills and Attributes:**

- Must hold valid both two-wheeler and four-wheeler driving license.
- Follow all traffic laws and road safety properly.
- Intensive knowledge about traffic laws and road regulation.
- Being safety conscious.
- Should maintain professionalism.
- Able to sit for an extended period of time.
- Adaptable and Flexible.
- Must be punctual to work daily.
- Able to work during weekends and holidays.
- Strong work ethics and positive attitude.

**Salary and Benefits:**

As per Company's Policy.

**How to apply:**

Interested candidates are requested to send their formal application to [recruitment@garimacapital.com](mailto:recruitment@garimacapital.com) by **12<sup>th</sup> September, 2022 (27<sup>th</sup> Bhadra, 2079)** before 17:00 hours.

***Selected Candidates are required to attend interview. The company retains the right to reject one or all applications without assigning any reason whatsoever.***