

## Job #253 Personal Chauffeur for Forest Individual, Toronto



A C-level Executive who lives in the Forest Hill neighbourhood of Toronto is seeking a highly-experienced Personal Driver. The driver / chauffeur will be primarily dedicated to the individual, although may occasionally be asked to drive a family member or guest.

**We are looking for an individual with significant professional experience driving luxury vehicles for an ultra-high-net-worth family. A background as a dedicated driver for a family or a corporate driver dedicated to C-level Executives is what we seek.**

The position is full-time, permanent, and based in Toronto. The schedule is primarily Monday to Friday, but flexibility is required to accommodate the employer's needs. Applicants must hold current status to legally work in Canada. They also must meet the position requirements in order to be considered.

The position pays well, offers one-month vacation, and benefits are negotiable for the right person.

While we thank all applicants, only those who meet the position criteria will be considered and contacted.

### **DUTIES AND RESPONSIBILITIES:**

- Dedicated / Personal driving of a C-level Executive to and from the office as well as appointments and other destinations
- Vehicle detailing so that it is kept in immaculate condition and provisioned in accordance with the Principal's preferences
- Responsible for vehicle maintenance management and maintaining accurate records
- Proactive route research to identify road closures, construction, and the most efficient route possible
- All-weather driving
- Following weather reports and making any necessary adjustments
- Knowledge of best practice safe driving and security protocols
- Providing a smooth and pleasant passenger experience

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- If requested, carrying items to and from the vehicle. The Principal is independent, so this is on request basis only.
- Record keeping of vehicle expenses
- Occasional driving of a family member or guest
- Errands on an as needed basis
- Always provide a calm, quiet, and discreet environment
- Anything else that might be required from time to time

### **SKILLS AND APTITUDES:**

- Professional driving experience either as a dedicated chauffeur or corporate driver
- Experience driving C-Level Executives
- Must have a clean driving record with a valid and current Ontario driver's license
- A proactive driver who researches road closures, slow downs due to construction, and adapts based on changing circumstances
- A problem solver who identifies solutions to difficult pick up locations
- Adapts to unexpected route delays
- Excellent time management skills
- Proven dependability and loyalty
- Thorough knowledge of city routes
- Experience safely driving in all weather conditions
- Experience driving and maintaining luxury vehicles
- Absolute discretion always
- Follow verbal cues to know when to engage and when not to
- Active listening skills
- Well-mannered and always presentable and well-groomed
- Ability to deliver schedule flexibility that may include evening or weekend driving
- Willing to undergo a background check
- Willing to sign a confidentiality agreement
- Must hold current status to legally work in Canada