



191 High Street, Waltham, MA 02453 • US & Canada: 800.558.5466 • Global: +1.617.787.5575 • NYC TLC Base B02095

POSITION: Executive Driver

DEPARTMENT: Fleet Services

POSITION REPORTS TO: Director of Fleet Services & Fleet Manager

LOCATION: Waltham, MA

Responsibilities:

SUMMARY: Commonwealth Worldwide Executive Transportation ("CWW") - a global leader in corporate ground transportation for more than 40 years - is looking to add EXECUTIVE DRIVERS to join our team of travel professionals serving corporate clients. We offer reliable earnings and a comprehensive benefits program.

Position Requirements:

Valid License, Good Driving Record and Customer Service Skills are a must!

- Possess the highest ethical standards
- Display impeccable dress and appearance
- Proficient map reading skills: read and plan out best routes with or without GPS
- Computer and smartphone-literate to navigate tablets, text and send/receive email
- Maintain the safety and appearance of Commonwealth vehicles
- Communicate clearly and expertly via email, texting, on phone or in person
- Understand and follow moderately complex, oral instructions
- Exceptional verbal and written command of the English language
- Write legibly using proper sentence structure, grammar, punctuation, and spelling
- Remain calm and effective under pressure and during high work volume
- Comprehend and make inferences from written material
- Ability to lift up to 50lbs. Ability to bend, stoop and twist.
- Ability to remain in a sitting position for extended periods of time

*Commonwealth Worldwide is an Equal Opportunity Employer
191 High St., Waltham, MA 02453*

Job Types: Part-time, Full-time

Pay: \$22.00 - \$27.00 per hour

Benefits:

- 401(k)
- Dental insurance
- Flexible schedule
- Health insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday
- Night shift
- Weekend availability

Supplemental pay types: Tips

COVID-19 considerations:

We follow CDC guidelines and customer preferences, including masks and social distancing as requested.

Experience:

- Driving: 5 years (Required)
- Driver's License (Required)