

EMPLOYMENT OPPORTUNITY

TRANSFER DRIVER GUIDE



POSITION TITLE:	TRANSFER DRIVER GUIDE
DEPARTMENT:	TRANSFERS
REPORTS TO:	HEAD OF TRANSFERS
LOCATION:	NAIROBI SUPPORT OFFICE, KENYA

WHY THIS JOB EXISTS

We are seeking a professional and service-driven Transfer Driver Guide to transfer and escort our guests in luxury, comfort and safety to the fulfilment and enjoyment of their stay within Nairobi during their safari. This role plays a key part in delivering a personalized guest experience while upholding the highest standards professionalism.

ROLES AND RESPONSIBILITIES

- Safely transfer guests to and from airports, hotels, restaurants and designated locations.
- Deliver warm, courteous, and professional guest service at all times.
- Assist guests with luggage and ensure comfort during transfers.
- Conduct daily vehicle inspections and maintain vehicle cleanliness and presentation.
- Complete driver logbooks, inspection reports, and required documentation accurately.
- Comply with traffic laws, company policies, and safety standards.
- Communicate effectively with internal teams and external partners.
- Be available for early mornings, late nights, weekends, and public holidays as required.

- Strong attention to detail, time management, and guest experience service
- High level of integrity, confidentiality, and professionalism.
- Ability to multitask and manage time effectively under pressure.
- Working knowledge of vehicle mechanics and reporting tools (logbooks, trip sheets).
- Proficient in Microsoft Office.
- Ability to work flexible hours, including weekends and holidays.
- Valid Kenyan driver's license (Class BCE or equivalent) with a clean driving record.

HOW TO APPLY

Interested candidates are invited to submit their applications to:

opportunities.kenya@greatplainsconservation.com.

The deadline for applications is **13th March 2026**

QUALIFICATIONS & EXPERIENCE

Education:

- Diploma or Degree in Hospitality Management, Tourism and Wildlife, or a related field.
- Possession of a KPSGA certification, preferably at least Bronze level.

Experience:

- Minimum 3 years of professional driving experience, preferably in luxury hospitality or corporate settings.

Skills & Competencies:

- Proven knowledge of Nairobi roads, traffic patterns, airport protocols, hotels, and restaurants.
- Excellent interpersonal and communication skills.

A complete application must include:

- A cover letter outlining your interest and suitability for the role.
- A detailed CV highlighting relevant experience and qualifications.

PLEASE NOTE, DUE TO THE HIGH VOLUMES OF APPLICATIONS ONLY THOSE WHO ARE SHORTLISTED WILL BE CONTACTED.