

ESSENTIAL DUTIES AND RESPONSIBILITIES

SECURITY OFFICER

(Reports to: Chief of Security)

Job Objective

Enforce regulations of Barbados Conference Services Limited, resolve conflict situations, maintain order, use telecommunications (i.e. two-way radio, cell phone), follow radio and emergency telephone procedures. Ensure safety and emergency procedures are followed, detect or prevent thefts and vandalism, write reports.

Principle Duties and Responsibilities

- Provide a high level of customer service in a challenging and dynamic environment.
- Monitor site visitors, cameras, and alarm systems to ensure safety and access in accordance with BCSL's policies and procedures.
- Monitor and control the issuing and retrieval of visitor badges.
- Conduct routine searches and scheduled security checks of the entire facility and its surroundings on a daily basis and report any discrepancies that can cause damage or injury to the users of the facility to the Chief of Security.
- Maintain and update all diaries and registers in the security office.
- Log in the appropriate diary any areas that could be deemed as a breach of security (*i.e. door(s) not closing properly OR areas with poor lighting*)
- Issue and control all facility access keys.
- Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
- Patrolling of car park areas to ensure that vehicles are parked within the designated areas and that all NO PARKING areas remain clear in the event of an emergency.
- Patrol premises to prevent and/or detect signs of intrusion and ensure security of doors, windows, and gates.
- Respond professionally to emergencies (alarms, medical emergencies, fires and other urgent matters).
- Prepare and maintain professional and effective reports regarding these activities, security violations, and hazardous occurrences on site.
- Ensure that clients and ancillary service providers using the facility and its equipment do so within the terms and conditions set out by the company.
- Liaise with existing and any outsourced security personnel to ensure adequate security coverage is provided at all times.
- Conduct door duty and crowd control. Escort guests and employees as required.
- Prevent theft, violence or infraction of rules and regulations.
- Effectively communicate all suspicious activities, concerns, issues, and events to the Chief of Security.
- Operate detecting devices to screen individuals and prevent passage of prohibited articles into restricted areas.
- As need arises lead a security shift.
- Perform any other duties as determined by the Chief of Security.

Desired skills and abilities

- Have a professional and welcoming smile for everyone you meet.
- An individual who is self- motivated and can take initiative in resolving issues.
- Ability to assess situations carefully and to be sensitive in dealing with people.
- Enjoy working in a fast paced environment with minimal supervision.
- An individual who is confident with their judgment, can clearly convey their findings in writing.
- Ability to work shift hours. (days, evening, nights and weekends.)
- A valid security guard license is required.
- Excellent verbal and written communication skills.
- Ability to work effectively in teams.
- Previous Security experience and training.

Minimum Qualifications

The successful applicant should have a minimum of three (3) O' levels at GCE or CXC, one of which must be English. In addition the incumbent must have at least three (3) years' experience in a customer service and/or hospitality environment supported by a strong achievement record.

Previous training in security surveillance and 2-5 years' experience as a Security Officer or and/or experience in the police, military or a security field would be an asset. The successful candidate must have access to an automobile.

The candidate will be required to have knowledge of computer operations, business letter writing and basic report preparation techniques. Proficiency in Microsoft XP, Word, Excel and Power Point is required.

Remuneration

Salary will be based on experience and qualifications. The successful candidate must have access to an automobile and a clean Police Certificate of Character will be required.