
Security Officer

Summary

The Security Officer assists the overall security of the facility. He/she is responsible for the safety of visitors, employees and property. This position requires Health Canada security clearance.

Job Description

- Patrol premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates.
- Responsible for the usage of audio and video equipment.
- Oversee all security and surveillance issues.
- Oversee and maintain the administration of security programs, including record keeping.
- Answer alarms and investigate disturbances.
- Responsible for keeping recordings that are to be used as evidence against alleged criminals in police investigations.
- Identify fraud and take the appropriate action required by law and company policy.
- Review the disposition of the daily customer entry log report.
- Create and provide various quarterly reports for senior management.
- Participate in monthly Security meetings.
- Monitor all incoming and outgoing employees, contractors, vendors and courriers.
- Participate in training seminars in all operations areas.
- Adhere to all policies and follow established procedures.
- Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
- Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons.
- Circulate among visitors, patrons, and employees to preserve order and protect property.
- Other duties as assigned.

Qualifications

- A degree or diploma in a relevant field or acceptable combination of experience and equivalent skills required.
- Security officer degree required
- Previous experience as a Security Officer or in a related field would be beneficial

- Attention to detail in all areas of work.
- Must have a valid driver's license.
- Must be able to effectively follow and give directions.
- Must have first-aid and CPR certification.
- Must be able to complete required paperwork to report abnormalities or incidents.
- Must be able to sit or stand for long periods of time.
- Highly effective teamwork skills.
- Strong conflict management skills.
- Effective communication skills with individuals at all levels of the organization.
- Able to effectively communicate both verbally and in writing.
- Able to work well under pressure and provide good customer care.
- Strong work ethic and positive team attitude.
- Computer literate including Microsoft Office.
- Bilingualism is an asset.