

## **Security Officer Vacancy**

### **Job Description:**

We are looking for a professional and dedicated security officer to join our in-house security team at one of the world's leading 5\* luxury residential apartment buildings.

Candidates should possess excellent interpersonal skills in order to perform front of house duties to the highest standards; have a sound working knowledge regarding the operation of CCTV and Access Control Systems; possess a thorough approach to internal and external patrolling; and a strong working knowledge of MS Word and Excel.

### **Job Specification/requirements:**

- SIA Licence is essential
- The ability able to work a rolling shift pattern of days, nights and weekends
- 5\* luxury standard front of house and concierge duties
- CCTV and Access control monitoring/operation
- The ability to respond and deal with emergency situations
- Internal and external patrols
- Vehicle searching
- A current UK Driving Licence
- Computer literacy
- Produce accurate and comprehensive reports
- Key handling (experience working with electronic key systems is an advantage)
- Carrying out First Aid duties
- Ensure all Health and Safety policies are adhered to
- Ability to work on own initiative and as part of a team

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