



<b>DEPARTMENT:</b>	Security Department
<b>LOCATION:</b>	23 Brickdam, Stabroek, Georgetown, Guyana
<b>JOB TITLE:</b>	Security Officer
<b>REPORTS TO:</b>	HSSEQ Manager
<b>JOB SUMMARY:</b>	
The Security Officer maintains a safe and secure environment for customers and employees by patrolling and monitoring premises and personnel.	
<b>JOB DETAILS:</b>	
<ul style="list-style-type: none"> <li>• Secure premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry.</li> <li>• Provide excellent customer service.</li> <li>• Exhibit a strong physical and authoritative presence that will help deter criminal activity.</li> <li>• Prevent losses and damage by reporting irregularities; informing violators of policy and procedures; restraining trespassers.</li> <li>• Control traffic by directing drivers.</li> <li>• Conduct frequent security checks by patrolling perimeter, residence and other office sites and remain vigilant for anything unusual or potentially threatening.</li> <li>• Monitor and control gate/door access for vehicles, workers, etc.</li> <li>• Immediately respond to emergencies to provide necessary assistance to employees and customers.</li> <li>• View security cameras for suspicious activity.</li> <li>• Act as an escort to senior management, employees and visitors.</li> <li>• Sound alarms and/or call for outside assistance when needed in emergencies (police, fire, ambulance care, response tactical team etc.)</li> <li>• Write, maintain, and present detailed reports noting any damages, theft, and/or other irregular activity on a shift wise basis or as and when required.</li> <li>• Maintain organization's stability and reputation by complying with legal requirements.</li> <li>• Prepare and update logbooks on a shift basis or as and when required.</li> <li>• Contribute to team effort by accomplishing related results as needed.</li> <li>• Protect the Company's assets relative to theft, assault, fire and other safety issues.</li> <li>• Removing wrongdoers or trespassers from the area.</li> <li>• Follow procedures for various initiatives, including fire prevention, property patrol, traffic control and accident investigations.</li> <li>• Follow instructions provided by the Supervisor of the unit.</li> <li>• Adhere to all Company policies, rules and standards.</li> <li>• Any other duties that may be required.</li> </ul>	

<b>PREPARED BY:</b>	
<b>APPROVED BY:</b>	
<b>EMPLOYEE SIGNATURE:</b>	