

JOB DESCRIPTION

SAFETY SERVICES ASSOCIATE

RESPONSIBILITIES:

- Patrol assigned property to ensure the safety of clients and employees and to protect all property assets.
- Answer house calls, radios, assist clients and staff members with respect to safety, security and business operation.
- Initiate and follow-up all investigations of crimes committed against property and persons.
- Initiate investigations, write incident and accident reports, monitor investigations to their timely conclusion and ensure appropriate follow up with clients, visitors and staff members, documenting all contacts.
- Maintain accurate records while performing basic office duties including, but not limited to, camera monitoring and shift activity log.
- Performing basic routine maintenance tasks and troubleshoot various equipment on site.

QUALIFICATIONS:

- Must have BST 1 & BST 2.
- MUST HAVE Level 2 First Aid Certificate.
- Previous experience in a related field is an asset.
- The ability to stand and exert well-paced mobility for up to 4 hours in length.
- Pass a criminal background check by police.
- Excellent communication skills, both verbal and written, in the English language; a second language is an asset.
- Strong computer skills and organizational skills.
- Must possess outstanding, pro-active guest service skills, a professional presentation and excellent communication and interpersonal skills.
- Must be flexible to work varying schedules, including graveyards, late nights and early morning shifts.
- Work well under pressure and as part of a professional team.
- Previous security experience in a high volume establishment.
- A good physical condition, as this position requires constant walking, standing, and bending.

APPLY: Email your resume and a cover letter to Human Resources at resumes@wallcentre.com.