



Example of Corporate Security Job Description

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Our company is looking to fill the role of corporate security. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for corporate security

- Direct and oversee business resumption planning for all corporate and business units, and oversee development of policies and procedures to ensure compliance with physical security regulations required by DHS, DOE, FERC, NERC, WECC, and CPUC
- Solve problems independently or with others
- Work concurrently on multiple, moderately complex tasks that may require some definition
- Focus on multiple work streams or multiple functional/technical areas
- Proactively identify issues and risks and escalate appropriately
- Make valuable contributions to the Team goals and objectives
- Engage openly and assertively in the expression and exchange of ideas and opinions
- Prepare organized, accurate and concise verbal and written communications
- Responsible for maintaining the daily operational integrity of the enterprise video systems including review of video for investigative, safety, and operational support needs preventative maintenance on, but not limited to, cameras, servers, DVRs, cabling, mid-spans, and encoders
- Responsible for maintaining the daily operational integrity of the enterprise access control systems including support for localized users, software configuration, verification of door function, actively monitoring the activity logs and alarms, and documentation updates preventative and as needed maintenance on, but not limited to, door position switches, request to exits,

Qualifications for corporate security

- At least 6 years of experience managing and leading security management programs or at least 6 years of experience managing security technology projects in a corporate environment
- At least 4 years of experience in a multi-site geographically dispersed organization
- 10+ years of experience conducting of vulnerability assessments and assurance reviews of Facility Security Reviews, Life Safety Programs, and OSHA evaluations
- Coordinate planning, management and monitoring of local/regional security requirements with regards to site security and personnel security
- Provide security advice and assistance to Corporate, Divisions and Site Management through effective two-way communication
- Provide training programs in all areas of security to Corporate, SubGroup and Site personnel to expand their knowledge and professionalism