



Example of Industrial Security Specialist Job Description

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Our innovative and growing company is looking to fill the role of industrial security specialist. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for industrial security specialist

- Under moderate supervision, administer routine aspects of the DOD or other industrial security programs to ensure compliance with government and company security policies and procedures
- Conduct security briefings and support security education programs
- Investigation of losses and security violations
- Supporting the administration and execution of a strong security program in compliance with the DoD SAP Security Manuals, and associated company and governmental policies and/or protocols
- Assist with the activities and priorities of the security program including, but not limited to, physical security, access control, video surveillance, field daily security requests/issues, and personnel security measures at the facility
- Assist the FSO and CPSO in maintaining current SOP, SSP, Access lists, and other program related documents required by the FSO/CPSO
- Assist in development of security processes, procedures and record keeping that satisfy quality, schedule, overall performance, and financial parameters according to both company and customer expectations
- Assist with annual self-inspections of DoD security programs
- Assist in developing and implementing security training/awareness program
- Additional duties will also include assisting with security training, indoctrinations and debriefings, audits, visitor control, process requests for investigations, sending/receiving faxes, and prepare personnel access request (PAR) as required

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- This is an Excepted Service position
 - Responsible for supporting and administering personnel security aspects for Department of Defense and civilian agency customers to include the facilitating and record management of all investigation/re-investigations for security clearances and public trust suitability
 - Administer security programs and procedures for classified, CUI, or proprietary materials, documents, and equipment
 - Maintain manuals outlining regulations, and implement processes and procedures for handling, storing, and keeping records and for granting personnel and visitor's access to restricted records and materials
 - Implement various plans to include OPSEC, Emergency Action, facility policies and procedures
 - Conduct meetings, security education classes, various security briefings, and security audits, as required